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## COOPERATIVE WORK EXPERIENCE (CWE)

### Frequently Asked Questions

#### Who do I speak to if I am interested in Cooperative Work Experience?

First speak to your faculty advisor to check program requirements and then speak to Misty Bateman; CWE Program Manager.

#### Why should I participate in CWE?

- Explore jobs and careers related to your college studies
- Improve your professional confidence and job skills
- Gain hands-on job experience to put on your resume
- Earn academic credit toward graduation
- Have an opportunity to work with equipment not available on campus
- Make valuable employer contacts
- Increase chances for a full-time job after graduation

#### How many hours of work equals a credit?

The amount of credit you earn is based on the hours you work. 33 hours of work equals one credit. You are also required to enroll in the CWE seminar class either before or at the same time as your CWE.

1 credit	2 credits	3 credits	4 credits	5 credits	6 credits
33-65 hours	66-98 hours	99-131 hours	132-164 hours	165- 197 hours	198- 230 hours

#### Is there a limit to the number of CWE credits I can take?

Work with your faculty advisor to determine how many credits you should take for the term, different programs have different requirements. The maximum number of CWE credits allowable for any degree or certificate is 18 credits. This does not limit the hours you may work, only the number of hours that may be counted for college credit. Most departments list CWE as 2-6 variable credits.

#### What is the CWE Seminar?

You are required to enroll in a (1) credit CWE Seminar before or while taking your CWE course. The CWE Seminar curriculum includes online assignments on career management, job search and developing skills that will enhance your success in the workplace. The Seminar is listed as CWE281 in the schedule of classes.

## **Do I need to complete the online CWE application each term that I do CWE?**

Yes.

## **Can a transfer student do CWE?**

CWE may be included as part of a transfer program. Approval is determined on an individual basis by the lead Instructor in the department that relates to the program of study. Approval will be subject to certain criteria, as determined by the department. In most cases, CWE credits would be applied as elective credit for a transfer degree on a transcript.

## **Will a Work-Study position qualify as a CWE position?**

Work study is a financial aid program in which eligible students are paid for working on campus or for a qualifying organization off campus, whereas, CWE is an instruction program. It might be possible for your work study position to also work for CWE, **IF** the work study job meets the guidelines for CWE. In general, your work-study position must be related to your program of study and incorporate learning outcomes.

## **Can I use my current job for my CWE?**

It may be possible to use your current job to fulfill your CWE requirement. Your current job needs to be related to your program of study and your job must allow for some learning to take place beyond what you are currently doing. The CWE Program Manager and your faculty advisor will need more information about your job before making a determination.

## **Who can assist me in finding a site to do my CWE?**

We encourage you to be proactive and find a CWE site that is a good fit for your career goals, strengths, and interests. It can take weeks or months to find a site, so start searching at least 1-3 terms before you plan to take your CWE. The CWE Program Manager can assist you and provide guidance as you seek out a site.

## **Can my CWE be paid?**

Yes. Your internship may be paid or unpaid.

## **What is the difference between CWE, a Clatsop WORKS internship, and Work Study?**

*A Clatsop Works Internship* is an employer-created work experience opportunity in the summer for the student to gain skills and experience. It can be in any career field the student chooses. Not for credit / not graded. All are paid.

*CWE* is a credit-bearing work experience and partnership between employer, instructor and the student. Can be paid or unpaid. CWE is graded and the working experience must fulfill program of study learning objectives in the students' degree program. Typically during the academic year.

*Work Study* is a financial aid program in which eligible students are paid for working on campus or for a qualifying organization off campus.

**Will I be covered by Workers' Compensation coverage?**

The college will cover you with workers compensation insurance if you are working at an unpaid CWE site. You must be registered and the CWE Agreement must be completed and submitted to the CWE Program Manager in order for the insurance to be in effect. If you are in a paid training site, your employer is responsible for your workers compensation in accordance with State of Oregon Laws.

**What are the CWE programs?**

Nearly all programs allow CWE in some form, whether that be a requirement or an elective. CWE classes (CWE 280 and CWE 281) are listed in the Schedule of classes under the department's prefix. For example, Welding would be WLD 280, Automotive is Auto 280, Business is BA 280, etc. You will need instructor consent from the faculty advisor for your department/program.