



# **Student Guide to Cooperative Work Experience (CWE)**



Cooperative Work Experience (CWE) is an internship program which offers students the opportunity to earn college credit by working in a position directly related to your program of study. CWE offers expanded learning experiences through exposure to actual work situations, organizational relationships, equipment, and techniques that cannot be duplicated in the classroom.

# WORK BASED Learning

To learn more about CWE at Clatsop Community College contact  
CWE Program Manager Misty Bateman at 503.338.2507 or  
[mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu).

## What is Cooperative Work Experience (CWE) ?

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Cooperative Work Experience (CWE) integrates a student's academic and career interests with productive work experience. Students can earn college credit while working in positions related to their academic programs, similar to on-the-job training programs or internships.

### How many hours can students work during their CWE?

1 credit = 33 work hours.  
The number of credits earned depends on the number of hours worked and your program requirements. Check with your faculty advisor for the total allowable CWE credits for your degree or certificate. No more than 18 CWE credits can count toward any degree

### What are the costs associated with CWE?

#### Cost to Employer:

Many CWE employers pay students for their work; however, this is negotiated between the employer and the student. There is no required cost associated with hosting a CWE student. Cooperative Work Experience can be paid or unpaid.

#### Cost to Student:

Students will pay college tuition & fees per credit of CWE.

### Work Hours/Credit Chart

#of Credits	Hours Worked Per Week	Total Hours Per 11 week Term
6	18-20 hours	198- 230 hours
5	15-17 hours	165- 197 hours
4	12-14 hours	132-164 hours
3	9-11 hours	99-131 hours
2	6-8 hours	66-98 hours
1	3-5 hours	33-65 hours

**Try on a  
Career!**



## **The Benefits of CWE**

### **01 On The Job Training**

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Gain skills relevant to your program of study and work with equipment not typically available in your classroom.

### **02 Real World Experience**

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Test your interest in and suitability for an occupation.  
Gain insight into the changing needs in your industry.

### **03 Networking**

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Make valuable employer contacts.

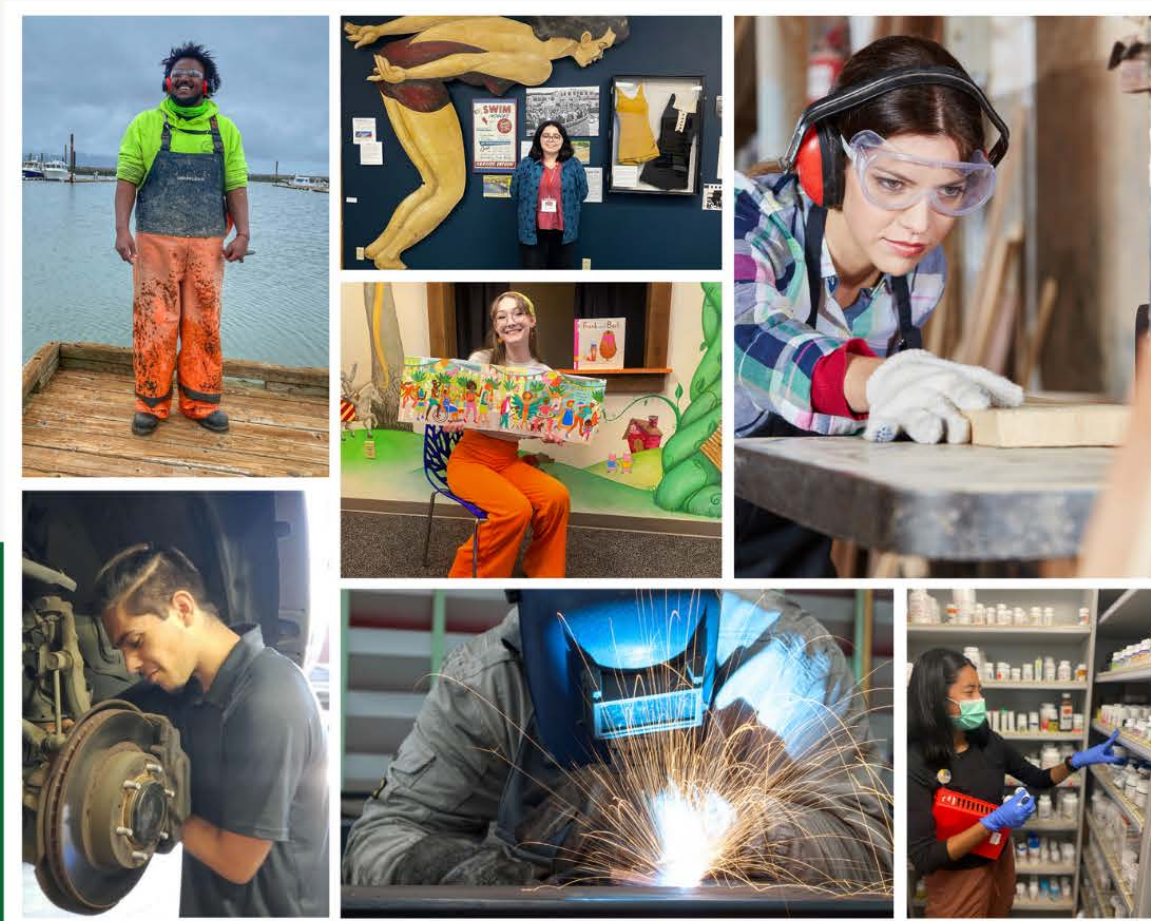
# CWE Course Number

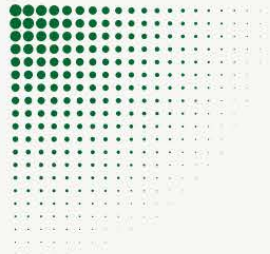
CWE will be listed with a prefix related to your program of study and the course number. For example: CWE280 becomes:

- Welding = WLD280
- Automotive = AUTO280
- Business = BA280
- Historic Preservation =BLD280

In addition, we offer an online Career Readiness Seminar (CWE-281) that prepares students to choose the right career for them, find a job, and succeed in the workplace.

**Note:** Any student may enroll in the CWE Seminar (CWE281 Career Readiness) regardless of whether or not they are enrolling in the Co-op. The seminar is no longer a required co-requisite for the Cooperative Work Experience, a student may choose to take the seminar or not, it is optional.





# How to Prepare for CWE



## 1 Meet with Your Faculty Advisor & Complete the Application

Meet with the Faculty Advisor from your department (or a Student Advisor if you do not have a Faculty Advisor) at least 1-2 terms before you plan to take your CWE class and learn about CWE requirements for your program. Fill out the CWE application (available on the CCC website) and email to Misty Bateman; Program Manager for CWE. If you do not yet have an employer confirmed, leave the employer information blank. Email the application to [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu).

## 2 Find a CWE Worksite

Search for a site with assistance from your Faculty Advisor and the CWE Program Manager. If you have a job related to your program of study, you might be able to use this as your CWE site with approval from the CWE Program Manager. **You must have a worksite confirmed before step 3.**

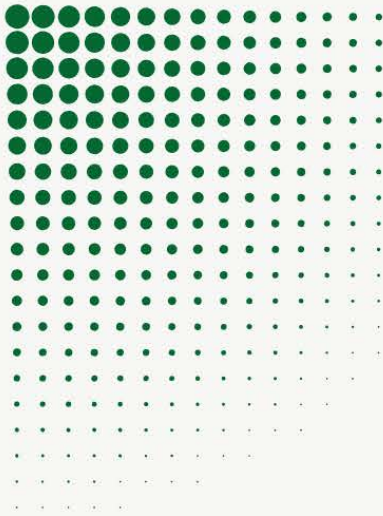
## 3 Prepare Your Registration Materials

Once an employer is confirmed, with the help of your Faculty Advisor or Student Advisor, complete the Learning Agreement and identify your Learning Outcomes for the internship. This document requires that you, your worksite supervisor, and your faculty advisor agree on what the learning outcomes of the work experience will be and how many credits you will be taking the course for. The signature of the student, faculty lead, and worksite supervisor are required for the document to be complete.

## 4 Consent to Register

Send the completed Learning Agreement to Misty Bateman before the term's registration deadline. Contact: 503-338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu)

***Students must register through the CWE Program Manager***



# CWE

## During the Term

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### **Track hours on your student timesheet**

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Track total hours worked for each week on the CWE Student Timesheet. Have your supervisor initial each week, as verification.



### **Complete assignments for your CWE Seminar Course (*optional*)**

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The Seminar Course is not required, but if you chose to take it, send an email to [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu) for further instructions on how to get registered with the online seminar course.



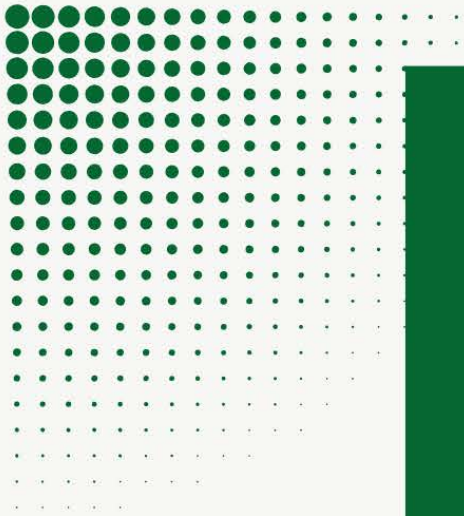
### **Schedule a Midterm Check-in**

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Arrange a worksite visit with the CWE Program Manager and your site supervisor.

***Notify the CWE Program Manager*** if there are changes to your work schedule or if you have any questions, concerns or issues with your CWE.

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# CWE

## Due Before the Term Ends

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### EVALUATIONS

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Complete a self-evaluation and have your site Supervisor evaluate your performance on the Learning Outcomes Form. Submit your completed evaluations with your site Supervisor's signature, to the CWE Program Manager. Evaluations required:

- Learning Outcomes Evaluation
- Midterm Evaluation
- Supervisor Evaluation
- Student Self Evaluation



### TIMESHEET

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Turn in your completed timesheet to the CWE Program Manager with the appropriate site supervisor initials and your signature. Complete 33 hours of work per credit hour.



### CWE Career Readiness Seminar (optional)

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If you are taking the seminar, ensure that all of your Career Readiness assignments are complete.



**WORK BASED  
LEARNING**

## **COOPERATIVE WORK EXPERIENCE**



**Clatsop  
Community  
College**

Still have questions? Scan below to visit our website, and check out the FAQs (frequently asked questions)!



[clatsopcc.edu/academic-path/cooperative-work-experience](https://clatsopcc.edu/academic-path/cooperative-work-experience)

*Non-Discrimination Declaration: It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Anita Jensen, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD : Oregon Relay- Dial 711.*

*For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.*