

# COOPERATIVE WORK EXPERIENCE

## STUDENT GUIDE

**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.

### Benefits of CWE

- Gain skills relevant to your program of study.
- Work with equipment not typically available in your classes.
- Make valuable employer contacts.
- Test your interest in and suitability for an occupation.
- Gain insight into the changing needs in your industry.

### How to Determine Credits

The number of credit 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.

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

Approximately 33 hours of work equals one credit.

### 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

**All CWE courses have a required co-requisite course, CWE Seminar (CWE-281).** You must complete this course before or during the term you are enrolled in CWE.

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Getting  
Started

### How to Prepare for CWE

#### 1 – Meet with Your Faculty Advisor

Meet with the Faculty Advisor from your department at least 1-2 terms before you plan to take your CWE class and learn about CWE requirements for your program.

#### 2 – Prepare your Application Materials

Meet with the CWE Program Manager, Misty Bateman, at least 1-2 terms before you plan to take your CWE class to begin paperwork, update your resume & cover letter, and create Learning Outcomes required for CWE. Contact: 503-338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu).

#### 3 – Find a CWE Site

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 site approved by the CWE Program Manager before step 4.**

#### 4 – Complete CWE Application

Once you have a CWE site, complete the CWE Application. Contact: 503-338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu) for the application.

#### 5 – Consent to Register

Contact the CWE Program Manager to register. You will need to complete the Learning Agreement before Registration. *Note: All CWE courses have a required co-requisite course, CWE Seminar (CWE281). You must complete this course before or during the term(s) you are enrolled in CWE. Some students have a CWE seminar course offered by their department that is program-specific. Check with your Faculty Advisor.*

#### 6 – Complete Paperwork & Begin Work

Before you begin working, get signatures on required forms and submit to the CWE Program Manager. Contact: 503-338-2507 or [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu) for all paperwork.

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### During the Term

- ☐ **Track hours on your Student Timesheet**

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**

Send an email to [mbateman@clatsopcc.edu](mailto:mbateman@clatsopcc.edu) for further instructions to get started with your online seminar course. (Note: some students have a CWE seminar course offered by their department that is program-specific. Check with your Faculty Advisor.)

- ☐ **Schedule a mid-term check-in**

Arrange a site 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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### Due Before the Term Ends

- ☐ **Evaluation/Learning Outcomes Form**

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

- ☐ **Timesheet**

Turn in your completed timesheet to the CWE Program Manager with the appropriate site supervisor initials and your signature.

- ☐ **CWE Seminar**

Ensure that all of your CWE seminar assignments are complete.



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