

COOPERATIVE WORK EXPERIENCE

STUDENT GUIDE

About 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.

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

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. **This seminar is no longer a required co-requisite** for CWE280, it is now optional.

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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.

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

Seminar

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.

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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 *(optional)***

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

☐ **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.

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 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

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 Seminar (optional)

Ensure that all of your CWE seminar assignments are complete.



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