

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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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: 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.

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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 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.

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

Ensure that all of your CWE seminar assignments are complete.



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