

# 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 program for the minimum amount of CWE credits required for your degree or certificate. You may earn a maximum of 12 CWE credits per year.

Work Hours/Credit Chart		
#of Credits	Hours Worked Per Week	Total Hours Per Term
6	18-20 hours	180- 216 hours
5	15-17 hours	150- 179 hours
4	12-14 hours	120-149 hours
3	9-11 hours	90-119 hours
2	6-8 hours	60-89 hours
1	3-5 hours	30-59 hours

Approximately 30 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 (such as 180, 280, 281, 282, or 285).

For example:

- Automotive - AM-280
- Horticulture - HOR-280
- Criminal Justice - CJA-280
- Human Services - HS-280 or HS-281

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

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Getting  
Started

### How to Prepare for CWE

#### 1 – Meet with Your CWE Instructor

Meet with the CWE Instructor 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

Update your resume & cover letter. Visit the Career Center for help creating or updating your resume/cover letter. Contact us at: 503-594-6001 or [careercenter@clackamas.edu](mailto:careercenter@clackamas.edu).

#### 3 – Find a CWE Site

Search for a site with assistance from your CWE Instructor. 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 your CWE instructor. **You must have a site approved by your CWE Instructor before step 4.**

#### 4 – Complete CWE Application Online

Once you have a CWE site, complete the CWE Application online. Go to [www.clackamas.edu/cwe](http://www.clackamas.edu/cwe), click on CWE Students, then click on CWE Application (listed under Required Forms for Students section).

#### 5 – Get Instructor Consent to Register

Contact your CWE Instructor for consent to register. Follow their instructions to get registered. Note: *All CWE courses have a required co-requisite course, CWE Seminar (CWE-281). You must complete this course during the term(s) you are enrolled in CWE.*

#### 6 – Complete Paperwork & Begin Work

Before you begin working, get signatures on required forms and submit to your CWE Instructor. Go to [www.clackamas.edu/cwe](http://www.clackamas.edu/cwe), click on CWE Students, then download the two forms, “**Agreement**” and “**Learning Outcomes**” (listed under Required Forms for Students section).

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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 [jodis@clackamas.edu](mailto:jodis@clackamas.edu) for further instructions to get started with your online seminar course. (Note: CS or WET students have a different course. Contact your CWE Instructor for further instructions).
  - Schedule a mid-term check-in**

Arrange a site visit with your CWE Instructor and your site Supervisor.
  - Notify your instructor**

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 you site Supervisor's signature, to your CWE instructor.
- Timesheet**

Turn in your completed timesheet to your CWE Instructor with the appropriate site supervisor initials and your signature.
- CWE Seminar**

Ensure that all of your CWE seminar assignments are complete.

