



COOPERATIVE WORK EXPERIENCE EDUCATION

REGULATIONS

Cooperative Work Experience (CWE) students are required to attend ONE scheduled orientation meeting when the term begins. All CWE students are required to read the following regulations and sign this document. This document is due at the end of the orientation meeting.

Your instructor will be available at specific times to assist you and to collect completed paperwork. Paperwork must be submitted to the instructor as noted. Paperwork may not be dropped off without specific permission from your instructor or the Internship Coordinator. You must also meet individually (in person or virtually) with your instructor to turn in the Application/Agreement form and to have your Performance Objectives Rough Draft form approved.

REQUIRED DOCUMENTS AND MEETINGS

Refer to the course syllabus for specific deadlines, submission requirements, and due dates.

| CWE Documents                          | CWE Required Meetings                |
|--|--------------------------------------|
| 1. CWE Regulations Form                | 1. Orientation Meeting               |
| 2. CWE Application/Agreement Form      | 2. Objectives Meeting                |
| 3. CWE Site Visitation Report Form     | 3. Site Visit (In person or Virtual) |
| 4. CWE Objectives Rough Draft          | 4. Other as Determined by Instructor |
| 5. CWE Objectives Unsigned Final Draft |                                      |
| 6. CWE Timesheet                       |                                      |
| 7. CWE Reflection Paper/Updated Resume |                                      |

Failure to submit the required documents and attend required meetings may result in your being dropped from the course or a No Pass grade.

1. CWE Hours and College Units

Unpaid internships and work experience: for every 60 hours completed you will earn one (1) unit.

- 20 hours per week maximum may be claimed for unpaid work experience.

Paid internships and work experience: for every 75 hours completed you will earn one (1) unit.

- Employed CWE Students: 50% of working hours or a maximum of 20 hours per week maximum may be claimed for paid work experience.
- Paid interns may claim up to 40 hours per week.

- Four (4) units of college credit is the maximum number of CWE units a student may earn in one term.
- Sixteen (16) units of credit is the total number of CWE units a student may earn.
- Students may be enrolled in only one CWE course per term.
- Students must adhere to the rules and regulations of the worksite. Unprofessional conduct will result in termination of CWE course.
- To earn units of credit, the student must complete a minimum of three objectives during the term. These objectives will include new or expanded responsibilities or learning opportunities.
- The student and on-the-job supervisor will write learning objectives that will ensure the student develops skills in a new aspect of the position that furthers their occupational or educational goals.
- Instructor will call the student's site supervisor during the term to verify objectives are being completed.
- Instructor and student will coordinate a worksite visit or arrange a conference call to meet with the student and supervisor for rating of completed objectives.
- If employment/internship site changes during the term, contact your instructor or the Internship Coordinator to discuss your options.
- Unpaid Internship Students:** Instructor will contact supervisors of students who withdraw or who are dropped from the course and the internship will be terminated.
- Type of CWE Course**

Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal. Your position must relate to your major.

General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals

Student Name (please print)

Instructor Signature

Student Signature

Date

|         |            |       |              |
|---------|------------|-------|--------------|
| Course: | Section #: | Term: | Student ID#: |
|---------|------------|-------|--------------|