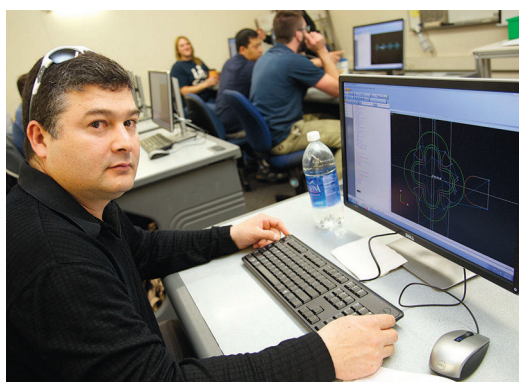


Clackamas Community College

Cooperative Work Experience

Employer Reference Guide



What is Cooperative Work Experience (CWE)?

Cooperative Work Experience (CWE) integrates a student's academic and career interests with productive work experience. Students can earn college credit while working in positions related to their academic programs, similar to on-the-job training programs. **To learn more about CWE at Clackamas Community College contact the CWE Office at 503.594.3511 or cwe@clackamas.edu.**

What are the benefits of CWE for employers?

Benefits to CWE employers include a direct link to skilled workers prior to their entering the workforce, investment of time and energy into maintaining skills/expectations within your industry sector, and opportunity to inspire students to join your profession.

What are the costs associated with CWE?

Many CWE employers pay students for their work; however, this is negotiated between the employer and the student. There is no required cost associated with hosting a CWE student.

How many hours can students work during their CWE?

Students receive CWE credits based on how many hours they work. Students are expected to work approximately 30-50 hours for each credit. The specific number of hours worked per week will depend on the student and program.

Overview of the Responsibilities of CWE Employers

- To indicate your interest to host a CWE student, send a job description to cwe@clackamas.edu. We will forward the description to the appropriate department. Faculty will then work directly with students in their departments who are looking for a CWE placement. Students will respond to your job description and contact you.
- Interview and make a hiring decision; there is no obligation to hire students who do not meet your employment needs.
- Review the Learning Outcomes & Work Agreement provided by the student and CWE instructor.
- Develop a work schedule including time to orient and train the student.
- Periodically review progress with student, review the Work Term Production Record, and give feedback.
- Meet briefly two or three times throughout the term with the student and CWE instructor.
- Evaluate student's performance at the end of the term, using the Work Agreement.
- Evaluate the CWE program by completing a short survey.



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Hiring CWE Students

- To indicate your interest to host a CWE student, send a job description to cwe@clackamas.edu. We will forward the description to the appropriate department. Faculty will then work directly with students in their departments who are looking for a CWE placement. Students will respond to your job description and contact you.
- Job Description - the ideal job description will include:
 - list of key duties and responsibilities
 - hours and days required; or state flexibility in work days and work times
 - state if you require a resume or application
 - include brief description of the organization/company
 - contact information and work site address
- Interview students
 - use questions similar to what you would use for a paid position
 - be clear about the compensation you will be offering or if the position is unpaid
 - be sure to tell students about the next steps and when you will make a hiring decision
- If you have a current employee who wishes to complete CWE for credit, ask your employee to contact his/her CWE instructor to discuss next steps.
- Learning Outcomes and Work Agreements
 - the Learning Outcomes & Work Agreement is a form that identifies the student's dates of employment, hours, wage, desired job activities, and expectations
 - students and faculty are involved in creating this document
 - ensure that your work site can provide the experiences required to complete the outcome

Learning Outcomes & Work Agreement forms →

FREQUENTLY ASKED QUESTIONS (FAQS)

Who pays the cost of workers' compensation insurance?

If the student is participating in a paid activity with your business, you will pay the cost of workers' compensation. If it is a non-paid training experience, the college covers the workers' compensation insurance.

What can be done if the CWE student does not perform satisfactorily?

You are encouraged to speak with students about their behavior or performance (referencing the tips on providing feedback may be helpful). If the behavior or performance does not change, you may ask students to leave as you would any other employee.

Can students claim unemployment insurance benefits against my company after their CWE ends?

No, CWE students are not eligible for unemployment benefits.

What should I do if something goes wrong?

If there are performance concerns, please speak directly to the student first. Then you may also contact the instructor. If there is an accident involving the CWE student, please immediately contact the CWE office.

Learning Outcomes and Work Agreement

General Information

Student ID #: _____ Student Name: _____
 Student Email: _____ Student Phone: _____
 Instructor Name: _____ Instructor Email: _____
 Job Title: _____
 Training Dates: From _____ To _____
 Hours per week: _____ Total Hours: _____

Specific Learning Outcomes

Learning Outcomes (Should include what, by when, and how measured)	Evaluation
1.	
2.	
3.	
4.	
5.	

General Outcomes

Employment:

- Employment with or without pay
- Work for work for credit
- Work for work for credit
- Work for work for credit
- Work for work for credit

Employer:

- Provide a safe and healthy work environment
- Provide a safe and healthy work environment
- Provide a safe and healthy work environment
- Provide a safe and healthy work environment
- Provide a safe and healthy work environment

Student:

- Follow all rules and regulations
- Follow all rules and regulations
- Follow all rules and regulations
- Follow all rules and regulations
- Follow all rules and regulations

TERMS AND CONDITIONS

I, the student, the instructor, the employer, and the instructor of Clackamas Community College agree to the following terms and conditions:

Employer agrees to:

- Provide a safe and healthy work environment
- Provide a safe and healthy work environment
- Provide a safe and healthy work environment
- Provide a safe and healthy work environment
- Provide a safe and healthy work environment

Student agrees to:

- Follow all rules and regulations
- Follow all rules and regulations
- Follow all rules and regulations
- Follow all rules and regulations
- Follow all rules and regulations

Signature Lines:

Employer Signature: _____ Date: _____
 Student Signature: _____ Date: _____
 Instructor Signature: _____ Date: _____

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Orienting, Training and Reviewing Progress of CWE Students

Orienting

CWE students are like new hires; please have someone available to meet with students on their first day to review your expectations.

It is often helpful for students to learn more about your place of employment, for example:

- *What is your company's primary goal?*
- *What products or services does your company provide?*
- *How is the company organized?*
- *Who are the key staff, managers, etc.?*
- *What are the company policies (confidentiality, safety, etc.)?*
- *What safety equipment or personal protective equipment is needed?*
- *What to do in case of an emergency.*

In general it is beneficial to clarify overall expectations of the CWE students and share with them how their work relates to the overall goals of the company.

Training

Because CWE is a training opportunity for students, you will want to ensure that student work is performed in a safe, productive, and expedient manner. Here are a few tips for providing specific instruction to students in order to complete new tasks:

- Show and tell the student how to perform the task
- Ask the student to explain how to do the task while watching you complete the task and
- Then ask the student to tell you and demonstrate how they will do the task.

Reviewing progress and providing feedback

As students learn new tasks and hone their skills you are encouraged to provide them with daily or weekly feedback. Feedback is a constructive training tool that allows students to continually improve their performance and attitude. In order to support student learning, please consider the following methods of providing feedback:

- Share with students specifically what they did or did not do well.
- State specifically what you would like to see them continue or do differently.
- Ask what you, as the supervisor, can do to help.
- Meet with Clackamas Community College faculty
 - » Be prepared to meet with CCC faculty 2-3 times during the term.
 - » You may discuss progress on learning outcomes, student performance and any other work-related issues.
 - » At the final meeting, you will be providing feedback that will help the instructor determine the student's grade for CWE.
 - » The student may or may not be present at these meetings.

Employer Survey

- CCC often asks employers for feedback by sending out on-line surveys
- Your feedback is always welcome if you would like to send an email message to CWE@clackamas.edu

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