

Cooperative Work Experience (CWE)

GETTING STARTED STEPS

STEP

1



Meet with
CWE Instructor

STEP

2



Prepare
Resumé
& Cover
Letter

STEP

3



Find a CWE Site

STEP

4



Complete CWE
Application & Wait
for Instructor Response

STEP

6



Complete Paperwork
& Begin Work

STEP

5



Register

..... See reverse side for more details

Cooperative Work Experience (CWE)

GETTING STARTED STEPS

Complete the following steps in order.

STEP

1

Meet with 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.

STEP

2

Prepare Your Resume & Cover Letter

Update your resume & cover letter. Visit the Career Center for help creating or updating your resume/cover letter. Contact: careercenter@clackamas.edu or 503-594-6001

STEP

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.**

STEP

4

Complete CWE Application

Once you have a CWE site, complete the CWE Application online. Go to www.clackamas.edu/cwe and click on CWE. Application (under Required Forms for Students section). Your instructor will respond with approval to register.

STEP

5

Register

Register for the CWE course and seminar. **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.

STEP

6

Complete Paperwork

Get signatures on required forms and submit to your CWE Instructor. Go to www.clackamas.edu/cwe, and download, "Agreement," "Learning Outcomes" and "Timesheet" (under Required Forms for Students section).

During the Term

Begin work and track hours on your Student Timesheet, schedule a mid-term check-in with your site Supervisor and CWE Instructor, complete assignments for your CWE seminar course and turn in all completed CWE forms at the end of the term.

If you have questions, contact the CWE office or visit us online at www.clackamas.edu/cwe.

CWE Office:

Community Center, Advising & Career Services
cwe@clackamas.edu
503-594-3511

