

ISP 390

Work-Based Learning: Cooperative Work Experience (CWE) Policy

PURPOSE

Establishes guidelines for work-based learning courses (e.g., Cooperative Work Experience (CWE), internship, practicum, and clinicals).

SUMMARY

Clackamas Community College will grant up to 24 credits for a 2-year degree and up to 12 credits for a 1-year certificate for work-based learning, e.g., CWE, related to the student's program of study or career goal.

STANDARD

1. The student must enroll in a 16-hour seminar to study and/or demonstrate career readiness skills when enrolled in a work-based learning (e.g., CWE) course. The objectives and outcomes (obtain, sustain, and advance employment) are described in a seminar outline shared by all programs.
2. The student must accumulate a minimum number of hours of verifiable work experience per term to earn each credit (see chart below). The ratio is a minimum of 30-36 clock hours per credit.
3. Students will have individualized plans with learning outcomes and measurable objectives that are directly tied to the student's program of study.
4. The maximum number of work-based learning (e.g., CWE) credits that can be earned is 24 per student in a 2-year program. Students are limited to earning a maximum of 12 credits per year. This does not limit the hours a student may work, only the number of hours that may be counted for college credit.
5. The requirement of work-based learning in any Career and Technical Education programs will be determined by the appropriate faculty in consultation with their advisory committees.

Number of Credits Registered For	Hours Worked Per Week	Total Hours Per Term	Seminar Hours Per Term
6 credits	18-20 hours	180+ hours	16 hours
5 credits	15-17 hours	150-179 hours	16 hours
4 credits	12-14 hours	120-149 hours	16 hours
3 credits	9-11 hours	90-119 hours	16 hours
2 credits	6-8 hours	60-89 hours	16 hours
1 credit	3-5 hours	30-59 hours	16 hours

REVIEW HISTORY

Reviewed by:	Status:	Date:
ISP Committee	Adopted	May 23, 2025
ISP Committee	Reviewed/Updated	May 25, 2018
College Council	Reviewed	May 18, 2018
ISP Committee	Updated format	August 3, 2016
College Council	Reviewed	April 18, 2014
College Council	Reviewed	February 15, 2008
College Council	Reviewed	January 19, 2001
Instructional Council	Adopted	February 12, 1988