

## ISP 390P

# Work-Based Learning: Cooperative Work Experience (CWE) Procedure

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### PURPOSE

States procedures 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.

### PROCEDURE

1. The student must follow the CWE procedure documented on the [Clackamas Community College webpage](#). It is particularly critical that the student submits an official CWE application as described on the website.
2. Upon receipt of the student's CWE application, the CWE office will forward the student's application to the appropriate CWE seminar instructor based on the student's course of study.
3. The CWE seminar instructor will review the student's application and
  - a. determine whether the proposed work-based learning is appropriate based on the student's course of study and/or career goals.
  - b. communicate with the proposed employer to verify the work-based learning activities and ensure that the employer is amenable to the student earning college credit for these activities.
4. Once the CWE seminar instructor deems the application appropriate, they will send a request to the registrar to enroll the student in both of the following:
  - a. the appropriate seminar based on the student's course of study.
  - b. the requested number of CWE credits.
5. Upon the student's completion of the work-based learning activities, the student must submit the following to the CWE seminar instructor for grading as well as retention by the CWE office:
  - a. a timesheet demonstrating that the required work-based learning hours were completed.
  - b. an updated version of the Learning Outcomes form submitted at the beginning of the term that includes the supervisor's final feedback and signature.

## REVIEW HISTORY

<b>Reviewed by:</b>	<b>Status:</b>	<b>Date:</b>
ISP Committee	Adopted	May 23, 2025