

COOPERATIVE WORK EXPERIENCE AGREEMENT

Instructions: This is a formal agreement between the Employer/Site Supervisor, the college, and the student.
All requested information and signatures are required. Submit the completed form to your CWE Instructor before starting CWE.

STUDENT INFORMATION

STUDENT NAME

STUDENT ID #

PROGRAM OF STUDY

PHONE

E-MAIL

CWE SITE INFORMATION

CWE SITE (COMPANY/AGENCY NAME)

SITE SUPERVISOR (FIRST & LAST NAME)

COMPANY ADDRESS

CITY

ZIP CODE

SUPERVISOR'S PHONE

SUPERVISOR'S E-MAIL

TRAINING START DATE

TRAINING END DATE

HOURS/TERM

OF CREDITS

TERM (SU, FA, WI, SP)

STUDENT JOB/CWE POSITION TITLE

CWE INSTRUCTOR INFORMATION

CWE INSTRUCTOR NAME

PHONE

E-MAIL

SEE TERMS AND CONDITIONS ON PAGE 2

TERMS AND CONDITIONS

A. The Student/Employee agrees to:

- be enrolled in a Clackamas Community College program which offers Cooperative Work Experience;
- interview and secure a job approved by the program instructor and related to his/her area of study;
- register for the appropriate number of credits in the CWE class and register for a CWE seminar;
- work the required number of hours during the term in relation to the number of credits requested;
- develop a set of learning outcomes in conjunction with the CWE instructor and the employer;
- immediately inform the CWE instructor of any problem or changes in job responsibilities;
- abide by the regulations and policies of both the employer and the CWE program;
- complete all assignments associated with the CWE Seminar.

B. The Employer agrees to:

- provide a work based learning experience for the student which meets the learning outcomes;
- designate an individual as the Supervisor to orient, train, monitor, and evaluate the student, and to serve as a liaison between the employer and college;
- host the student for at least the minimum number of hours specified on front;
- provide worker's compensation insurance coverage and pay a salary which is consistent with the employer's practices and policies for paid positions;
- involve the student with work based learning without regard to age, race, sex national origin, religion, disability, color, parental status, or marital status;
- be in compliance with OSHA regulations and orient student to company safety policies;
- notify the CWE instructor or the CWE Office immediately of any change in the student's job duties and/or work supervisor;
- provide feedback to the student on their work performance throughout the term;
- evaluate the student at the end of the term on a form provided by the CWE instructor;
- reserve the right to discharge the student for just cause with proper consultation with the CWE instructor or the CWE Office;
- assume all liabilities associated with hosting the student;
- defend and indemnify College and the College's agents, employees and volunteers against any claim for property damage or bodily injury arising out of hosting the student.

C. The College agrees to:

- provide a CWE instructor to assist the student in the development of learning outcomes;
- provide a CWE instructor to monitor the progress of the student via visits to the worksite;
- determine a grade and award college credit for successful job performance and completion of related assignments;
- provide related classroom instruction in the student's field of study;
- notify the employer if the student withdraws from the CWE program and/or the college;
- provide worker's compensation insurance coverage for non-paid positions.

By signing below the employer, student, and the CWE instructor at Clackamas Community College agree to the terms and conditions.

STUDENT SIGNATURE (TYPE FULL NAME)

DATE

SITE SUPERVISOR SIGNATURE (TYPE FULL NAME)

DATE

CWE INSTRUCTOR SIGNATURE (TYPE FULL NAME)

DATE