

COOPERATIVE WORK EXPERIENCE (CWE)

Frequently Asked Questions

Where is the Cooperative Work Experience office located?

Community Center in the Advising & Career Services area.

Why should I participate in CWE?

- Explore jobs and careers related to your college studies
- Improve your professional confidence and job skills
- Gain hands-on job experience to put on your resume
- Earn academic credit toward graduation
- Have an opportunity to work with equipment not available on campus
- Make valuable employer contacts
- Increase chances for a full-time job after graduation

How many hours of work equals a credit?

The amount of credit you earn is based on the hours you work. 30 hours of work equals one credit. You are also required to co-enroll in the CWE seminar class.

1 credit	2 credits	3 credits	4 credits	5 credits	6 credits
30-59 hours	60-89 hours	90-119 hours	120-149 hours	150- 179 hours	180- 209 hours

Is there a limit to the number of CWE credits I can take?

You may earn up to 12 credits per year (calendar school year). The maximum number of CWE credits for a student in a 2 year program is 24 credits. This does not limit the hours you may work, only the number of hours that may be counted for college credit. Most departments list CWE as 2-6 variable credits. Work with your CWE instructor to determine how many credits you should take for the term.

What is the CWE Seminar?

You are required to enroll in a (0) zero credit CWE Seminar while taking your CWE course. The CWE Seminar curriculum includes assignments on career management, job search and developing skills that will enhance your success in the workplace. The Seminar is listed as CWE-281 in the schedule of classes. The CWE Seminar is worth 25% of your grade.

Do I need to complete the online CWE application each term that I do CWE?

Yes.

Can a transfer student do CWE?

CWE may be included as part of a transfer program. Approval is determined on an individual basis by the CWE Instructor in the department that relates to the program of study. Approval will be subject to certain criteria, as determined by the department. In most cases, CWE credits would be applied as elective credit for a transfer degree on a transcript.

Will a Work-Study position qualify as a CWE position?

Work study is a financial aid program in which eligible students are paid for working on campus or for a qualifying organization off campus, whereas, CWE is an instruction program. It might be possible for your work study position to also work for CWE, IF the work study job meets the guidelines for CWE. In general, your work-study position must be related to your program of study and incorporate learning outcomes.

Can I use my current job for my CWE?

It may be possible to use your current job to fulfill your CWE requirement. Your current job needs to be related to your program of study and your job must allow for some learning to take place beyond what you are currently doing. The CWE Instructor will need more information about your job before making a determination.

Who can assist me in finding a site to do my CWE?

We encourage you to be proactive and find a CWE site that is a good fit for your career goals, strengths, and interests. It can take weeks or months to find a site, so start searching at least 1-3 terms before you plan to take your CWE. Each department has a CWE instructor who can assist you and provide guidance as you seek out a site. The Career Center is another resource to assist you with finding potential companies or organizations.

Can my CWE be paid?

Yes. Your internship may be paid or unpaid.

How will my performance be evaluated?

You will be evaluated by your employer and CWE program instructor on the basis of job performance and the accomplishment of your learning objectives.

Employers are asked to complete a standardized student evaluation at the end of the term.

Your CWE program instructor assigns your final course grade based on the assessments from you, your employer, the CWE program instructor, and the seminar instructor.

Will I be covered by Workers' Compensation coverage?

The college will cover you with workers compensation insurance if you are working at an unpaid training site. You must be registered and the CWE Agreement must be completed and submitted to your CWE Instructor in order for the insurance to be in effect. If you are in a paid training site, your employer is responsible for your workers compensation in accordance with State of Oregon Laws.

What are the CWE programs?

CWE classes are listed in the Schedule of classes under the department's prefix. For example, Welding would be WLD-280, Human Services HS-280, Business is BA-280. You will need instructor consent from the CWE Instructor for your department/program.

Anthropology	Human Services Generalist
Art	Journalism
Auto Mechanics	Manufacturing Technology
Business	Music
Criminal Justice	Physical Education
Collision Repair	Political Science
Communications/Speech	Psychology
Computer Science	Public Relations
Corrections	Religion
Digital Media Communications	Renewable Energy Technology
Early Childhood Education	Sociology
Electronics/Microelectronics	Spanish
English	Theatre
Geography	Transportation & Logistics
Gerontology	Urban Agriculture
GIS	Water & Environmental Technology
Health	Welding Technology
History	Wildland Fire
Horticulture	