

# COOPERATIVE WORK EXPERIENCE REQUIREMENTS

## (Packet Contents)

- 1) **CWE Agreement** - Complete all information and return to the CWE Office **before registering for CWE**. Requires signature of student, employer/supervisor, and CWE Faculty Coordinator. Once all required signatures are on the Agreement form, return it to the CWE Office to get your registration form approved.
- 2) **Statement of Learning Outcomes** - Identify three learning outcomes. The outcomes should be realistic, specific and agreed upon by you, your supervisor, and your CWE Faculty Coordinator. Your Learning Outcomes are due in the CWE Office **no later** than two weeks after you begin working. Your Learning Outcomes and employer evaluation are the major basis for your grade. Learning Outcomes require the signature of the student, employer/supervisor, program faculty, and the CWE Office.
- 3) **Related Reading Reports** - Five readings or articles related to your major/program. Readings may come from professional journals, newspapers, Internet sources, books, etc. All five reports are **due no later than Friday 5:00 p.m., one week prior to the last day of the term**.
- 4) **Weekly Time Sheets** - Turn in your time sheets to the CWE Office **each week** after your employer/supervisor has signed them.
- 5) **Student Self-Evaluation of Work-Related Skills** - **Before you begin your CWE**, look over this list so you know which work-related skills your supervisor will be using to evaluate you and so you can work on these skills. **At the end of your CWE**, using the criteria on the form, please evaluate yourself, sign, date, and **turn in to the CWE Office by 5 p.m., Friday, one week prior to the last day of the term**.
- 6) **Final Written Self-Evaluation of Learning Outcomes** - In order to receive a grade for CWE, you must complete a written self-evaluation which should be based on your Learning Outcomes and should state to what extent you feel you have reached your outcomes. You should also include a recommended grade for your CWE. The Final Written Self-Evaluation of Learning Outcomes is **due no later than Friday 5:00 pm, one week prior to the last day of the term**.
- 7) **Student Evaluation of CWE Site**- **The information on this form is confidential and will not be shared with the employer**. Please respond to the statements on the form about your CWE site. Any additional comments will be appreciated. This form is **due no later than 5:00 pm, Friday, one week prior to the last day of the term**.

**REGISTRATION** - Your **CWE Agreement should be completed with your signature, your supervisor's signature, and your CWE Faculty Coordinator's signature and turned in at the CWE Office before you register**. During your first term of CWE, you are required to register for both CWE and the corresponding seminar. If you continue with CWE for more than one term, you are not required to register a second time for the seminar. **However, you are still required to do all of the related assignments**. You will need to get your CWE Faculty Coordinator's signature before you can register.

**SEMINAR** - The seminar consists of meeting with your CWE Faculty Coordinator and completing the CWE paperwork. **You must initiate the contact with your CWE Faculty Coordinator**.

**NOTICE:** It is your responsibility to adhere to the established time lines. Failure to promptly submit your 1) CWE Agreement, 2) Learning Outcomes, 3) Weekly Time Sheets, 4) Student Self-Evaluation of Work-Related Skills beginning and the end of your CWE), 5) Schedule an appointment with your CWE Faculty Coordinator, 6) Complete all five related reading reports, and 7) Complete a Final Written Self-Evaluation of Learning Outcomes will result in a nonpassing grade.

**(You may access a record of assignments and time sheets that you have submitted by logging on at: <http://cf.linnbenton.edu/joblist/cwestudent>. Login = Your Student ID Number, Password = Your Last Name.)**