

# COOPERATIVE WORK EXPERIENCE (CWE)

## Intent

Provides the student with an opportunity to go beyond the classroom, to put theory into practice, to explore a career in a chosen field of study and expand skills and make connections in a real-world work environment.

## Oregon Administrative Rule (OAR)

[OAR 589-007-0100](#)

"Cooperative work experience (CWE)" means the placement of students by the college in a structured work-based learning experience that is directly related to their classroom studies and under the control of the college. The college instructor or supervisor visits the field work site regularly. Supervision toward achievement of college identified and approved student learning outcomes and measurable learning objectives is also provided by the employer or other individual contracted to provide field experience. Each student should have theoretical knowledge and/or practical experience in a relevant major field of study prior to being placed in a cooperative work experience.

## Overview

1. Approval procedures are the same as other occupational preparatory or lower division collegiate courses
2. Considered to be an integral part of a program of study (applied degree or certificate)
3. It is an advanced learning opportunity, not an exploratory experience in a career area
4. Goals of each student's CWE are tied directly to their certificate or degree
5. College to clearly define roles and expectations for the CWE for the student, instructor, and employer/supervisor
6. Employer, instructor, and student collaborate in setting and assessing learning objectives
7. Monitoring of student's CWE plan occurs through periodic instructor visits or contacts at the job site with the employer and the student
8. Must include a student evaluation of the employer
9. The college must follow guidelines from Northwest Commission on Colleges and Universities concerning Contractual Relationship with Organization Not Regionally Accredited as it relates to direct control and CWE
10. CWE agreement addresses applicable legal aspects, such as worker's compensation

## Requirements

1. Credit for CWE
  - a. Classroom lab at 3 to 1 ratio (30-36 clock hours per credit)
  - b. Seminar as lecture course at 1 to 1 ratio (10-12 clock hours per credit)

2. Limitations

- a. No more than 24 credit hours of CWE may be applied toward an Associate of Applied Science degree
- b. No more than 12 credit hours of CWE may be applied to a One Year Certificate of Completion
- c. Per the State Board of Education, the Occupational Skills Training Certificate is exempt from following the above credit hour limitations since this certificate contains 50% or greater time in the workplace.

3. Worksite monitoring plan

4. Assessment of learning

5. Student evaluation of the supervisor/employer

6. Course Numbering

- a. 180 or 280
- b. Starts with prefix of discipline
- c. If college has more than one CWE in a discipline, the college must assign further numbering. Example: ENG 180.a, ENG 180.b, ENG 180.c, etc.

### Submission Requirements

- 1. Must be entered into Webforms
- 2. Must follow all policy as stated in the [ACTI Code Policy Document](#).

### Notes

- 1. Credit course updates
  - a. Promising practice: every three years or less

### Visual

