

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 \(17\)](#)

"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 CTE program (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 of 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. Employers must complete an evaluation of the student(s) they worked with.
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 must address applicable legal aspects, such as worker's compensation

Requirements

1. Credit for CWE
 - a. CWE field experience at 3 to 1 ratio (30-36 clock hours per credit)
 - b. Seminar for CWE 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 (CCWD must approve any exceptions)
- b. No more than 12 credit hours of CWE may be applied to a One Year Certificate of Completion
- c. 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
- d. The EST program may include structured work experience (cooperative work experience) at a ratio of no more than 4 credits for each 15 credit hours

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 Section](#)

Notes

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

Visual of Roles and Responsibilities

This is a visual aide. It does not replace the full details described above.

Who	Process
College	<ol style="list-style-type: none">1. Creates course in collaboration with business and industry2. Assigns ACTI Code and special course code where applicable3. Enter into Webforms4. Submits course for approval
HECC - CCWD	<ol style="list-style-type: none">1. Reviews course for required documentation, compliance, and accuracy2. Asks college for additional information if needed3. Approves course in Webforms