COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT
WORKSOURCE OREGON

Cooperative Work Experience (CWE) At Community Colleges - Compilation of Best Practices

Department forms change periodically and it is the college's responsibility to use the most current forms available. Forms, handouts and useful resources are located at *http://www.ode.state.or.us/search/results/?id=231*

This document was developed through a collaborative process involving the Community College Council of Instructional Administrators (CIA), CWE Directors, and CCWD staff during 2001-02. This information will be included in the next edition of the Community College Handbook. It is intended that language concerning CWE in the Oregon Work Based Learning Manual will be aligned with that in the latest version of the Community College Handbook.

CWE AND THE STUDENT'S PROGRAM OF STUDY

- Cooperative Work Experience (CWE) is an integral part of a program of study.
- Goals for individual students' CWE are tied to a student's program of study.
- The individual student's CWE plan includes student learning outcomes, measurable learning objectives, and an opportunity for structured reflection through CWE seminar and/or other embedded activities as outlined in the Community College Handbook and Oregon Work-Based Learning Manual.
- The supervisor/employer, instructor and student collaborate in setting and assessing learning objectives.

MONITORING AND ASSESSING CWE

- Good monitoring of the student's CWE plan occurs through periodic visits or contacts at the job site including the student, instructor and supervisor/employer.
- Assessment should measure progress toward student goals and is undertaken by instructor, student and supervisor/employer.
- Student evaluation of the supervisor/employer is an important component of CWE.

THE COLLEGE ROLE IN CWE

- Roles and expectations for the CWE are clearly defined for the student, instructor and supervisor/employer.
- CWE is derived from a course outline approved through a college's curriculum approval process.
- Instructors for CWE are qualified and approved through college processes.
- The college follows guidelines from Northwest Association of Schools and Universities concerning Contractual Relationship with Organizations Not Regionally Accredited as it relates to direct control and CWE.
- CWE agreements address applicable legal aspects, such as worker's compensation.

LOGISTICS OF CWE

- Credit for CWE is based on CWE as a classroom lab with a 3 to 1 ratio (30-36 clock hours per credit).
- Credit for CWE Seminar is based on the Seminar as a lecture course with a 1 to 1 ratio (10-12 clock hours per credit).
- Excluding the CWE seminar, a maximum of 440 contact hours of CWE is allowed per student per academic year, not to exceed 24 credit hours of CWE for an associate degree.

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