



# COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE) Students General Procedures

## IMPORTANT

- ✪ Students have the responsibility to abide by the guidelines of CWEE, observe on-the-job regulations of their employer, and maintain regular attendance both at the college and on the job.
- ✪ Any change of job, work hours, class schedule, address or telephone number must be reported to the instructor as soon as possible.

### SWC Website:

[www.swccd.edu/cwee](http://www.swccd.edu/cwee)

Cooperative Work  
Experience Education

Office of  
Student Activities,  
Room 601C

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## *Eligibility Requirements:*

- Must enroll in a CWEE course (290) within the first three weeks of the semester (first week for Summer)
- Must have declared a major and perform internship/work experience hours in an area directly related to major.

## *Student Responsibilities:*

- Meet with instructor individually to discuss internship needs and/or placement.
- Students must secure a paid/unpaid internship or employment in their major by the FIFTH class meeting or risk being dropped from class.
- All students must complete the minimum hours required in order to receive a passing grade.
- Students are required to attend weekly or hybrid CWEE lecture class meeting and complete assignments during the semester to receive a passing grade.
- Notify instructor if they would like a reduction in units (during refund period) as all students are automatically enrolled with 4 units.

## *Required Documentation:*

1. Cooperative Work Experience Education (CWEE) - Agreement (white)
2. Information and Visitation Form (Blue)
3. CWEE Time Card (pink)

- Must have all forms completed and signed.
- Failure to complete forms will result in an incomplete grade.
- Before submitting documents, print a copy for your records.
- Return all forms to instructor.

Students may earn up to (4) units per semester/session and a maximum of sixteen units while attending SWC. The minimum hours must be completed during the semester or students will not earn a passing grade.

Paid work (75 hours/unit)	Volunteer Work (60 hours/unit)
75 hours = 1 unit	60 hours = 1 unit
150 hours = 2 units	120 hours = 2 units
225 hours = 3 units	180 hours = 3 units
*Plus one unit for weekly class meeting	