



Cooperative Work Experience Education (CWEE)

AGREEMENT

Office of Student Activities
Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 482.6537 Room 601C
www.swccd.edu/cwee

SECTION 1:

Name of Company/ Agency:

Company/Agency Address:

City, State, Zip Code

Telephone No:

Name of Company/Agency Supervisor :

Company/Agency Supervisor Email Address:

Students Name (Last, First):

SWC ID:

Student Email Address:

Course/Section

Units

Semester/Year

Name of Instructor:

OCCUPATIONAL CWEE PROGRAM STATEMENT

The student will comply with the Cooperative Work Experience Education program guidelines and regulations. The agency and the college will provide necessary supervision and counseling to ensure that the student receives appropriate educational benefits from this work experience. The instructor will visit the student placement site; consult with the agency regarding the student's job performance and grant academic credit for successful completion of the internship. It is understood the college and agency will, as required by law, comply with all appropriate federal and state regulations. Pursuant to Labor Code Section 3368, workers' compensation coverage is provided for students enrolled in work experience classes through the Southwestern Community College District. Agency reserves the right to terminate a student due to unsatisfactory progress, or failure to meet work standards, at which time the college will be notified. The college reserves the right to terminate a student who may become ineligible, at which time the agency will be notified. The undersigned agree with the validity of the job-oriented learning objectives listed below.

Company/Agency Representative Signature / Date

Student's Signature/Date

Instructor's Signature/Date

SECTION 2:

LEARNING OBJECTIVES

Learning Objectives are specific, measurable, limited to a single definite result, and have a completion date within this semester. Learning Objectives help to ensure that you, your job site supervisor and your Work Experience Instructor are all in agreement with what you are there to learn while you are on the job this semester.

JOB-ORIENTED LEARNING OBJECTIVES

Each semester, a student enrolled in CWEE is required to identify new learning objectives. They should be specific, measurable, and within the student's ability to accomplish during the semester. The student formulates the objectives, with the assistance and approval of both the company's Supervisor and SWC Instructor. Should an objective require revision anytime during the semester/session, the instructor must be notified.

1.

2.

3.

SECTION 3: Employer/Agency Use ONLY

Were The Listed
Objectives Achieved?
Check Box

Outstanding

Above Average

Satisfactory

Limited

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AGENCY REPRESENTATIVE COMMENTS:

This internship is ☐ Unpaid ☐ Paid

SECTION 4: SUMMARY STATEMENT OF HOURS & OBJECTIVES: To be completed by Instructor & Company/Agency Supervisor at the end of the work

experience. We verify that the above student has worked from ____/____/____ to ____/____/____ Total ____ hours
and has satisfactorily achieved the learning objectives. Mo Day Yr Mo Day Yr

Company/Agency Supervisor Signature

Date

Instructor's Signature

Date