

Cooperative Work Experience Education (CWEE) Career Technical Education (CTE)

FREQUENTLY

QUESTIONS

ASKED

Who is Eligible for a Stipend?

STIPEND ELIGIBILITY REQUIREMENTS:

- ☐ Must be enrolled in a **290 course** or an approved course equivalent
- ☐ Must have **declared (CTE) Major** (Career Technical Education)
- ☐ Must have completed at least **two (2) core classes** from their CTE major
- ☐ Must **submit a resume** (to be reviewed by instructor, counselor or Student Employment Service Staff)
- ☐ Must have a comprehensive **Student Education Plan (SEP)** on file
- ☐ Must **submit the Stipend Eligibility Notification** form to Student Employment Services
- ☐ Must **obtain an internship placement** with a verified employer/company/agency

How much Stipend will a student receive?

- ☐ Eligible students will receive **\$630** with the completion of 60 or more internship hours.

When will the student receive the stipend?

- ☐ Student will receive the first increment (\$315) stipend upon the completion of 30 hours and will be disbursed based on payroll schedule.
- ☐ Student will receive the second increment (\$315) stipend upon the completion of another 30 hours or more and will be disbursed based on payroll schedule.

How will the student receive the stipend?

STIPEND PROCESSING REQUIREMENTS:

First Increment: To be submitted to Student Employment

- ☐ Must submit a **copy of CWEE Agreement** with required signatures from Employer and Student
- ☐ Must submit a **copy of Pink Timecard** to show 30 hours of completed internship hours for the first increment of stipend disbursement
- ☐ Must present original **Social Security Card** to Student Employment Services (copies are not accepted)
- ☐ Must present **Picture ID**, i.e. California Driver's License, State ID, or valid Passport

Second Increment: To be submitted to respective Instructors

- ☐ Must submit Original CWEE Agreement with all 3 signatures: Employer, Student, Instructor
- ☐ Must submit Original Pink Timecard with completed hours
- ☐ Must submit Original Blue Visitation Card

★ **Paycheck will be available for pick up at the Cashiers** (1st floor Cesar Chavez Bldg.)

Will a student receive more stipend if more hours were completed?

- No. Stipends for Fall 2017 are fixed at \$630 for a minimum of 60 hours of internship hours.
- Students must complete a minimum of 120unpaid/150paid internship hours to receive the 2 units credit for the class.

For any questions or clarification, please see or email Nelson Riley nriley@swccd.edu or Julie Swanson jswanson@swccd.edu or Jenny Marasigan jmarasigan@swccd.edu.