

Cooperative Work Experience Education (CWEE)

Instructor General Procedures



CWEE PACKETS include the following:

1. Student General Information/Procedure flyer (yellow)
2. CWEE Agreement Form (fillable forms available on the CWEE website)
3. CWEE Information & Visitation Card (blue) (available at the CWEE Office, Room 601C)
4. CWEE Timecard (pink) (available at the CWEE Office, Room 601C)

CWEE Packets are available in electronic versions or at the CWEE Office, Room 601C. You can request packets sent to you via inter-office mail by emailing Jenny Marasigan and indicate number of packets needed.

INSTRUCTOR RESPONSIBILITIES

- ☐ Maintain all CWEE records.
- ☐ Communicate with students during the semester.
- ☐ Make on-site visitation with each student's supervisor at least ONCE during the semester. Alternatives to "in person" consultations will be allowed, i.e. phone, teleconference, and email depending on reasons or circumstances as published by the Chancellor's Office.
- ☐ Evaluate students according to learning objectives and assign final grade.
- ☐ If student is planning to earn less than 4 units, submit **Unit Change Form** to Admissions on or **before the add/drop/class change period** to get refund for the unit difference.

CWEE AGREEMENT FORM (white)

- Student completes areas of information listing student, course, and company/agency information. Agreement to be signed by student, company/agency supervisor and instructor after job oriented learning objectives are approved.
 - Job Oriented Learning Objectives**
 - Student formulates three objectives with the assistance of the job site supervisor and CWEE instructor.
 - Evaluation of Objectives**
 - At the end of the semester, both supervisor and student must evaluate each objective using the 4-point scale. New or expanded objectives must be written each semester.
 - Summary Statement of Hours and Objectives**
 - Verification of completed hours by timecard.
 - The Instructor and Supervisor must complete and sign at the end of the semester.
 - Distribution of Agreement**
 - Student to keep original CWEE Agreement until completion of the semester
 - Must be submitted to instructor at the end of the semester along with Information & Visitation Card and Time Cards

CWEE INFORMATION AND VISITATION CARD (blue)

- Student completes at the beginning of the semester and submits to Instructor. Student must indicate whether position is paid or unpaid as this determines required hours and units earned. See chart below.
- Instructor records:
 - Student and Supervisor consultations, as well as grade and units earned.
 - Initials, dates, and submits with Agreement at the end of the semester.

CWEE TIMECARD (pink)

- Students working full-time are exempt from filling Timecard (approx. 40 hours/week)
- Students working part-time/or volunteering use the timecards. Cards must include the following information:
 - Hours worked with total number of hours transferred to the Agreement.
 - Supervisor and Student's signature and dates. Card is submitted at the end of the semester with the Agreement.
 - Complete "Semester/Year" and "Paid/Unpaid" status sections.

COLLEGE CREDITS

Total Hours Worked per Semester		CWEE Credit	Students may earn up to four (4) units per semester/session and a maximum of sixteen (16) units of work experience while attending Southwestern College.
<u>Paid</u>	<u>Unpaid</u>	<u>Units</u>	
75 (approx. 5 hours/week)	60 (approx. 4 hours/week)	1 unit	
150 (approx. 10 hours/week)	120 (approx. 8 hours/week)	2 units	
225 (approx. 15 hours/week)	180 (approx. 12 hours/week)	3 units	
300 (approx. 30 hours/week)	240 (approx. 16 hours/week)	4 units	

END-OF-SEMESTER REQUIREMENTS FROM INSTRUCTORS:

- ☐ CWEE Agreement Form evaluated and signed by supervisor and instructor. (white)
- ☐ CWEE Information and Visitation Card completed and signed. (blue)
- ☐ CWEE Timecard completed and signed by student and supervisor. (pink)
- ☐ Final Grade Roster & copy of Record Change forms submitted to Admissions (if any)

STUDENT-INSTRUCTOR CONSULTATION & VISITATION (Recorded on blue Information & Visitation Card)

- Discuss progress of learning objectives, work situation, supervisor expectations, and location of work station.
- Last Consultation: Discuss semester assignments. Review Supervisor's evaluation and your on-site visitation.

Employer Visitations:

- Organize employer visitations geographically and make appointment with supervisors.
- Discuss job-oriented learning objectives and student's progress, including student's performance, attitude, potential, etc.
In certain limited situations, alternatives to "in-person" consultations will be permitted according to the "Alternatives to In-Person Consultations" document published by the Chancellor's Office (2009).
 - *The most common reasons are:*
 - *The worksite is hosted by a reliable entity with a strong track record*
 - *The student and supervisor are repeating work experience – both are familiar with the CWEE program and the instructor*
 - *Other, less common circumstances:*
 - *Work hours of student or supervisor do not match the instructor's*
 - *Student and supervisor are working in virtual offices*
 - *Distance*
 - *Emergency and security of instructor, supervisor, or student (rare)*

If an alternate means of contact (i.e. phone, teleconference, e-mail) is used in lieu of an in-person visit, the type of contact used and the circumstance that applies from the above list will be documented on the "Information and Visitation" card.

- Mileage claims should be submitted with attached documentation (e.g., parking fee receipts) to the CWEE office at the end of the semester.

SELF-EMPLOYED STUDENTS:

Students may participate in CWEE if they are self-employed and meet the following conditions:

- Identify a person who is approved by the instructor to serve as a designated employer representative.
- The representative agrees in writing to accept the following employer responsibilities:
 - Assist in identifying new or expanded on-the-job learning objectives.
 - Assist in the evaluation of the identified on-the-job learning objectives.
 - Validate hours worked.

INSTRUCTOR PAY

- Pay for CWEE is determined by the number of students enrolled at the end of the add/drop period (third week of the semester). A minimum of five students are needed to maintain the class.

Cooperative Work Experience Education (CWEE) Contact/Location: Jenny Marasigan, Student Services Specialist • Office of Student Activities | Room 601C • (619) 482-6537 • jmarasigan@swccd.edu