



# COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

## Student General Information/Procedure

### 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

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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:*

- Fill out the CWEE Agreement form and secure all required signatures (Instructor, Company/Agency Supervisor, Student)
- Communicate with instructor to identify learning objectives, internship needs, and/or placement.
- Secure a paid or unpaid internship on or before the scheduled drop deadline
- Complete the minimum hours required in order 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 form (white)
  2. CWEE Information and Visitation Card (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.

### *Hours Required & Units Earned*

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

Paid work	Unpaid Work
75 hours = 1 unit*	60 hours = 1 unit*
150 hours = 2 units	120 hours = 2 units
225 hours = 3 units	180 hours = 3 units
300 hours = 4 units	240 hours = 4 units

\*Please check with instructor if 1 unit is an option to receive credit for the class.