

Cooperative Work Experience Education (CWEE)

Instructor General Procedures



IMPORTANT CWEE DOCUMENTS:

1. CWEE Agreement Form
2. CWEE Information & Visitation Form
3. CWEE Timesheet

****CWEE documents are available online: [CWEE FORMS](#). Please ensure students are directed there to download and print.**

CWEE INSTRUCTOR PAY AND RESPONSIBILITIES

- Pay for CWEE is determined by the number of students enrolled at the end of the add/drop period (second week of the semester and first week of summer semesters). NOTE: **A minimum of five (5) students** are needed to sustain the class.
- Continually communicate with students during the semester to ensure they are completing internship hours.
- Contact 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.
- If students are planning to earn less than 4 units, submit a **Unit/Grade Change Form** to Admissions via WebAdvisor on or **before the add/drop/class change period** to get refund for the unit difference. *See [Faculty Resources](#) webpage.
- If assigning an "I" grade, complete the Incomplete Grade Report and all supporting documents for it to Admissions.

CWEE AGREEMENT FORM

SECTIONS 1 and 2: Agency/Student Information and Job Oriented Learning Objectives/Signatures - Student completes areas of information listing company or agency and student/course information. CWEE agreement is to be signed by: student, company/agency supervisor and instructor **after** job oriented learning objectives are approved. Student formulates three objectives with the assistance of the job site supervisor and CWEE instructor.

SECTION 3: Evaluation of Objectives – Students supervisor evaluates each objective met using the 4-point scale. New or expanded objectives must be written each semester.

SECTION 4: Summary Statement of Hours and Objectives - Verification of completed hours by timesheet. The Instructor and Supervisor verify completed hours and sign.

Distribution of Agreement: Student to keep original CWEE agreement until completion of internship. Student then submits it to CWEE instructor at the end of the semester along with Information & Visitation Form and Timesheet.

CWEE INFORMATION AND VISITATION/CONSULTATION FORM

- 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).*

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*
- *Work hours of student or supervisor do not match the instructor's*
- *Student and supervisor are working in virtual offices*
- *Distance*

(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" form).

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CWEE TIMESHEET

NOTICE: Students working full-time are exempt from filling a Timesheet (approx. 40 hours/week), please write "Full-time" on the timesheet. Students working part-time/or volunteering use the timesheet to indicate:

- Hours worked daily with total number of hours transferred to the CWEE agreement.
- Daily hours work must equal the weekly totals hours to ensure proper units earned.

Supervisor and student's signature/dates are required. Timesheet is submitted at the end of the semester.

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. * (1) Unit is an option to receive credit for the class is available for certain classes.
<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	

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 and in the evaluation of the identified on-the-job learning objectives.
 - Validate hours worked.

END-OF-SEMESTER DOCUMENTS TO BE SUBMITTED TO STUDENT EMPLOYMENT SERVICES DEPARTMENT BLDG. 1400 2ND FLOOR, ROOM S208

***Important!** Please submit to [Julie Swanson](#), Student Employment Services the following which is due the last week of the semester:

- ☐ CWEE Agreement form evaluated and signed by supervisor, student and instructor
- ☐ CWEE Information/Consultation form completed and signed
- ☐ CWEE Timesheet completed and signed by student and supervisor w/units and hours granted
- ☐ Final Grade Roster and any copy of a Record Change form, submitted to Admissions.

Julie Swanson
Student Employment Services
Cooperative Work Experience Education
"Empowerment Through Employment"
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