

Cooperative Work Experience Education Program (CWEE)

Frequently Asked Questions

Do I have to enroll in a course if I want to participate in an internship?

If you will be working for a for profit business in an unpaid internship you will need to earn units for the hours. If you are paid or working at a non-profit organization it is not required, but you can still earn units for the hours if you choose to or it is required for a degree/certificate.

How do I earn units for my internship?

Enroll in a 290 work experience course. Several SWC degrees/certificates require specific work experience courses (i.e. Fire Science students take FS 290 and Business students take the BUS 290) but all other students with a declared major who doesn't offer a specific work experience course can take the PD 290. To see a list of all CWEE courses offered visit the CWEE office located in Rm. 601C inside the Student Center.

How many units can I earn?

You will earn 1 unit for the class plus 1-3 units for the internship hours listed below:

- 60 unpaid/75 paid = 1 unit
- 120 unpaid/150 paid = 2 units
- 180 unpaid/225 paid = 3 units

Students can take a CWEE class up to 4 times and earn a maximum of 16 units

What will I learn in the work experience course and how is my grade determined?

The course focuses on professional development topics such as resume building, effective interviewing skills, developing a portfolio and understanding employer expectations. This will help strengthen your knowledge and skills and help you be more prepared when applying for jobs. Your grade will be determined based on the course assignments. Some instructors will give you a lecture grade and average it with a grade based on how well you did in your internship, but the majority base the grade on course assignments. If you would like to know how you will be graded please ask your instructor.

What paperwork will I need to complete?

An agreement form, information card and timesheet. Your instructor will provide these forms and explain them within the first few weeks of class. If you misplace your paperwork or need additional copies you can obtain them in the CWEE office.

What happens if I can't find an internship or complete the course assignments?

If you are unable to find an internship discuss your options with the instructor. **You must complete the minimum hours required in order to get a passing grade** in the class as well as meet attendance and assignment requirements. In cases where you have an emergency and cannot finish your minimum hours by the end of the semester the instructor may choose to give you an "Incomplete" and allow additional time to complete hours or assignments. This is however at the instructor's discretion and again is only allowed if student was unable to complete due to an emergency situation.

Will someone find the internship for me?

No, it is ultimately your responsibility to locate an internship. Your faculty advisor is here to support your efforts and maintain some community connections but not enough for all students. They will try to refer you to sites they are aware of or offer suggestions on finding an internship. You can visit the Student Employment office or their website at <http://www.swccd.edu/index.aspx?page=348> to review the internship database. You are also encouraged to contact the Human Resource office of companies you'd like to work for to see if they have any internship openings.

Do I have to find an internship that relates to my major or can I try something new?

Your internship must relate directly to your major and the learning objectives developed in class. You can always volunteer at a non-profit organization on your own to gain various experiences unrelated to your major, but to participate in this class the hours must be related.

For more information please contact your work experience instructor, or the CWEE office at:

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Rm. 601C at the Student Center
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619-482-6537 or astarck@swccd.edu