

Cooperative Work Experience

Student Handbook

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Questions Concerning Cooperative Work Experience

What is cooperative work experience? A method of instruction offering students the opportunity to earn college credit for work experience and the development and achievement of learning objectives while on an actual job site. CWE training positions may be paid or unpaid.

Would my current job qualify for cooperative work experience credit? Yes, if the job directly relates to your curriculum and meets the guidelines set by the curriculum.

How many credits may I earn? A variable number of credits may be earned, based on the number of hours worked per term in Cooperative Work Experience. The maximum number of credits while attending Chemeketa is 24 credit hours.

How do I qualify for enrollment? To qualify for Cooperative Work Experience in the day or evening programs, a student must be currently enrolled at Chemeketa and working toward a certificate or degree. Each curriculum area determines guidelines for CWE. The approval of the CWE Instructor from your curriculum area is required for enrollment.

Do VA benefits apply? Yes.

Do Cooperative Work Experience credits count toward my Associate's Degree? This is up to the student's individual curriculum. Your CWE Coordinator or CWE Instructor can clarify this for you.

Are Cooperative Work Experience credits transferable? The transferability of Cooperative Work Experience credits may vary according to the curriculum. However, in most cases, the credits are transferred as electives to other institutions. You are advised to clarify transferability of credits with the institution you plan to transfer to.

What happens if I quit or change jobs during the term? If you quit your job during the term and are not placed in another position that qualifies for Cooperative Work Experience, you will have to withdraw from the program.

How do I drop or add a Cooperative Work Experience class? The Cooperative Work Experience program should be considered the same as any other class. The assigned section number and credit hours will be used and handled the same as a regular class. In the event there is a need to drop or add a class, the regular registration procedure will be used.

What kind of grade will I receive? Letter grades are given for Cooperative Work Experience based on requirements outlined by the CWE Instructor.

If you have more questions please contact the Cooperative Work Experience Office, Building 38, 503.399.5028.

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Instructions and Responsibilities

Responsibilities Under This Agreement: This Cooperative Work Experience (CWE) contract specifies the responsibilities taken on for the duration of the term by the Student, the Training Site Supervisor, CWE Instructor from the students' academic area and the CWE Coordinator from the CWE Department. By signing this agreement you assume the responsibilities listed for your role.

A. The CWE Student agrees to:

1. Obtain consent from the CWE Coordinator and register for the CWE classes.
2. Consult with the Training Site Supervisor and develop with the CWE Instructor measurable Learning Objectives.
3. Complete and return to the CWE office the Training Agreement/Learning Objectives contract with signatures by the date specified on the top of the form. **(You risk the chance of being dropped if contract is not turned in by due date.)**
4. Establish a work schedule that allows for completion of required clock hours by the end of the term.
5. Follow all the rules, regulations, and safety requirements of the CWE training site.
6. Attend regular seminars or individual faculty/student conferences as required by the curriculum area.
7. Turn in, **on time**, any additional reports or projects as required by the CWE Instructor, as stated in the seminar course outline.
8. Keep the CWE Coordinator informed if there is a change in work or school status, provide a copy of the add/drop form if CWE credit hours change.
9. Report any on-the-job accidents or illnesses to the Training Site Supervisor immediately, notify Chemeketa's Risk Management Office (503.399.8635) and complete appropriate report forms.
10. Not file for unemployment insurance based solely against wages earned while participating in CWE.
11. In compliance with the Federal Family Education Rights and Privacy Act of 1974, I authorize release of school records and other records maintained by the Cooperative Work Experience Office and personnel in connection with the CWE program.
12. Complete all required training hours to receive a passing grade.
13. Understand that the training site may dismiss me for any cause for which it would terminate an employee.
14. Be aware that the results or work products of the student's efforts shall belong to the Site, and neither the College nor the student shall have any rights or claim to such results or work products.
15. I understand that the successful accumulation of skills and experience alone cannot guarantee employment with this employer that I share the responsibilities for becoming a competitive applicant.

Student Initial: _____ Date: _____

B. The CWE Training Site Supervisor agrees to:

1. Provide adequate working space, supplies, and equipment to perform the job.
2. Assist the student in developing appropriate job-related Learning Objectives.
3. Supervise and train the student in the achievement of the Learning Objectives.
4. Establish a regular weekly meeting time to provide direction and feedback to the student.
5. Participate in at least one (1) on-site evaluation by a CWE Instructor or CWE Coordinator.
6. Train and orient student to all health and safety practices and organizational policies and procedures applicable to the job.
7. Provide Worker's Compensation coverage and accrued paid leave (ORS 653.601-653.661) if an employer paid position.
8. Report accidents involving non-paid students within 24 hours (immediately in the case of hospitalization) to Chemeketa's Risk Management Office (503.399.8635). After normal business hours contact Chemeketa Public Safety (503.399.5023).
9. Complete and return, by the due date, a final evaluation of the students' performance at the end of the term.
10. Contact the CWE Coordinator or CWE Instructor if questions or problems arise.
11. Assure that students will be accepted and assigned work without regard to race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage during the work day in any educational programs, activities or employment.
12. All tools, equipment, machinery, and supplies necessary for the training course shall be furnished by the Site. Items to be furnished by the trainee, if any shall be designated by the Site and approved by the College prior to the execution of this agreement and a copy shall be attached to this agreement.
13. The Site agrees to adhere to Oregon/Administrative Rules Chapter 436-12-0445, which indicates that occupational skill training is subject to the following conditions-which CWE adheres to:
 - a) The Site makes no guarantee of employing the subject when the training is completed.
 - b) The Trainee does not displace another worker
 - c) The Site does not expect a substantial gain from the Trainee
 - d) The activity is primarily for the Trainee's benefit
 - e) The Site has a sufficient number of employees to accomplish the regular work of the Site and the training of the Trainee

Site Supervisor Initial: _____ Date: _____

C. The CWE Instructor agrees to:

1. Advise and assist the student in the development of concise, measurable, clearly stated Learning Objectives.
2. Coordinate the related instruction with the student's curriculum. This related instruction phase includes seminars or individual faculty/student conferences.
3. Provide the student with a course syllabus and be responsible for grading the student at the end of each term.
4. Assist employers in evaluating the student's success in achieving stated Learning Objectives through on-site visitations and/or telephone consultations.
5. Serve as a liaison between the college, the CWE student, and the CWE Training Site Supervisor.

CWE Instructor Initial: _____ Date: _____

D. The CWE Coordinator agrees to:

1. Recruit and refer students without regard to race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage during the work day in any educational programs, activities or employment.
2. Meet with each student to provide consent to enroll in CWE and explain the CWE process, paperwork and timelines.
3. Coordinate receiving and distributing the Training Agreement Learning Objectives Contract with all parties involved.
4. Coordinate the mid-term evaluation process with the CWE Instructor and participate in on-site visitations with the CWE Training Site Supervisor.
5. Coordinate with the Training Site Supervisor the mailing, receiving, and distribution of the final evaluation forms.
6. Chemeketa CC provides Worker's Compensation insurance for students in non-employer paid CWE sites for the hours and dates designated on this form.
7. Serve as a liaison with the CWE Instructor, CWE Student, and CWE Training Site Supervisor.

CWE Coordinator Initial: _____ Date: _____

Guide for Developing Learning Objectives

Introduction:

The Cooperative Work Experience concept recognizes the value of learning that can take place when students work and train on real job situations. Developing appropriate, measurable Learning Objectives will keep students on track and provide the vehicle for accomplishing student and supervisor goals. The stated objectives will be the basis for evaluating student performance on the job.

What is a Learning Objective?

A Cooperative Work Experience Learning Objective is a written statement describing measurable tasks on learning opportunities which you plan to achieve through your work experiences during the term.

Learning objectives may be developed for one or more of the following categories:

1. *Specific Job Competencies* -- Skill Development --
Particular understanding of work skills you would like to learn, for example: surveying, operating a particular machine, art work in a specific medium, photographic developing, tutoring, office management, cost accounting, editing, counseling senior citizens, computer programming, writing documentation.
2. *Career Exploration* -- First-hand observation of the daily routine of professionals in an area of interest, direct involvement in the types of work involved in a field, knowledge of job opportunities that might be available, familiarity with occupational literature and organizations.
3. *Interpersonal Skills* -- Learning how to deal with pressure and tensions in work relationships, how to communicate what you know to clients or customers, being able to recognize when to speak and when to listen in work relationships, learning how to recognize adaptive and maladaptive behavior in dealing with another person and listening to and following directions.
4. *Taking Responsibility* -- Learning how to organize a complicated job, how to monitor your own time and effort so that a tight schedule is always met, and how to get a piece of work done so that it accommodates the work of others.
5. *Research Skills* -- How to seek information, how to organize facts into a persuasive argument or course of action, and how to relate academic knowledge to the demands of a particular job.
6. *Analytical Skills* -- Problem solving --
How to utilize information, discover or locate problems, arrive at and implement a solution.

Some Qualities of Good Learning Objectives: Please keep these characteristics in mind when developing objectives.

1. An objective should be stated *in terms of the realistic result you intend to achieve*.
2. Select language which can *communicate to all interested parties, not just a limited technical group*.
3. The objective must be *specific, reasonable, achievable, and measurable* within the available time limit.
4. *The objective should relate specifically to the work experience*. Related assignments set by the instructor/coordinator should support the objective.
5. The following are examples of several good objectives. In each case the same objective is stated in two different ways. In the left column the objective is either too general or not sufficiently measurable. In the right column the same objective has been stated correctly (i.e., in a manner that is *specific, reasonable, achievable, and measurable*).

VAGUE

SPECIFIC

- | | | | |
|----|---|----|---|
| a. | I will learn how to use my company's Xerox 860 word processor. | a. | By December 15, I will be able to program and operate my company's Xerox 860 word processor with less than a 3% error rate. |
| b. | I will evaluate the effectiveness of my company's advertising. | b. | By March 15, I will make up, duplicate, distribute, pick up, evaluate, and report on a customer survey relating to my company's advertising. |
| c. | I would like to know more about the chemical makeup of common drugs used in the hospital. | c. | By mid-term, I will list the forty most common medications I observe being used by referring to patients' charts, then research their chemical compositions, and record these data on my list. |
| d. | I want to learn how to deal with grouchy people who are customers. | d. | I will develop four different, cheerful conversation techniques and briefly describe each in a notebook. I will record reactions of grouchy people to these techniques and report by May 28. |
| e. | I want to evaluate the effects of radiation on very small animals. | e. | Within the next week, I will expose an experimental group of five young mice to varying levels of radiation. I will compare growth, exercise habits, and food consumption with a control group of mice who were not exposed. I will record data and report at the end of my Cooperative Work Experience period. |
| f. | I want to improve my sanding, priming, color-matching, and spot-painting techniques. | f. | By November 1, I will successfully sand, prime, color-match, and spot-paint a repair on a customer's car to his satisfaction. |
| g. | I want to assist some children to learn a new skill. | g. | By mid-term I will have taught a group of at least ten children ball-throwing athletic skills. The children will demonstrate their skills by achieving at least a minimum score, which I will determine as a proficiency level. |

Learning Objectives Work Sheet

Use this work sheet to develop your four (4) learning objectives with your CWE Supervisor. (You may have more than four objectives, but you will need a second Learning Objectives Contract to record them). After you have developed your objectives and have had them reviewed and approved by your CWE Instructor, transfer them (*preferably typed*) to the Training Agreement/Learning Objectives Contract. Return all signed and completed copies of the Contract to the CWE office for processing and distribution.

As an aid to developing each objective, break it down into three parts:

- a. What are you going to accomplish?
- b. How are you going to accomplish it?
- c. How will you measure the achievement of your objective?

Example:

- a. What are you going to accomplish?
To revise the current office filing system, to achieve a more efficient method of handling, storing, and retrieving records.
- b. How are you going to accomplish it?
I will research the various filing systems available for implementation.
- c. How will you measure the achievement of your objective?
By acceptance and implementation of a new revised filing system by March 15.

(See next page for practice work sheet.)

Learning Objectives Work Sheet

Objective 1:

- a. _____

- b. _____

- c. _____

Objective 2:

- a. _____

- b. _____

- c. _____

Objective 3:

- a. _____

- b. _____

- c. _____

Objective 4:

- a. _____

- b. _____

- c. _____

Now transfer these objectives to the Training Agreement/Learning Objectives Contract

Term: Su F W Sp Year _____
 Training Begins: _____
 Site Start Date: _____

Due Date: _____
 Term Ends: _____
 Training Ends: _____

Cooperative Work Experience Training Agreement and Learning Objectives Contract

Student: _____ Program: _____ Course#: _____
 Address: _____ City: _____ State: _____ Zip: _____
 K# or SS#: _____ Phone: _____ Credit/Clock Hours: _____ / _____
 Student E-mail: _____ Emergency contact w/phone: _____
CWE Coordinator: _____ Office: Bldg 38 Phone: 503-399-5028 E-mail: _____
CWE Instructor: _____ Office: _____ Phone: _____ E-mail: _____

Training Site: _____ Student Job Title: _____
 Site Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ E-mail: _____
 Site Supervisor: _____ Supervisor's Title: _____
 Mailing Address, if different from site _____ State: _____ Zip: _____
 Worker's Compensation will be paid by: (circle one) Chemeketa Employer Other: _____
 Is this a paid position? (circle one) Yes No If yes, please list wage: \$ _____ per hr. \$ _____

Learning Objectives

Midterm Final

Objective	Midterm	Final
Objective 1		
a.		
b.		
c.		
Objective 2		
a.		
b.		
c.		
Objective 3		
a.		
b.		
c.		
Objective 4		
a.		
b.		
c.		

Midterm and Final Evaluation Codes:

4= Student performs this task to standard

2= Student needs further training to perform this task to standard

3= Student performs this task to standard with minimal supervision

1= Student has not been trained on this task or skill

Your signature means you have read and agree to this contract. Please read the instructions and responsibilities on the second page and initial the appropriate section.

CWE Student: _____ Date: _____ Site Supervisor: _____ Date: _____

CWE Instructor: _____ Date: _____ CWE Coordinator: _____ Date: _____

CRN number: _____ Seminar _____ Location: _____ Banner: _____ INS: _____

Cooperative Work Experience Mid-Term Assessment

Date of Visit _____

Student _____

Site _____

Program _____

Site Evaluator _____

Safety/Procedures/Policies	Yes	No	Self-Management/Work Ethic	Yes	No
<ul style="list-style-type: none"> Understands appropriate policies and procedures-established by worksite 			<ul style="list-style-type: none"> Organizes and completes assigned work 		
<ul style="list-style-type: none"> Demonstrates safety in the workplace 			<ul style="list-style-type: none"> Shows interest and takes initiative on the job 		
<ul style="list-style-type: none"> Maintains a regular work schedule 			<ul style="list-style-type: none"> Maintains appropriate personal grooming and proper attire for job setting 		
<ul style="list-style-type: none"> Notifies employer if absent or late for work 			<ul style="list-style-type: none"> Works well individually and as part of a team 		
Technical Skills	Yes	No	Communication	Yes	No
<ul style="list-style-type: none"> Demonstrates technical skills necessary to fulfill worksite requirements 			<ul style="list-style-type: none"> Accepts constructive feedback 		
<ul style="list-style-type: none"> Uses appropriate technologies (where applicable) 			<ul style="list-style-type: none"> Gets along well with co-workers, clients and customers 		
<ul style="list-style-type: none"> Exhibits foundational understanding of career field 			<ul style="list-style-type: none"> Asks for assistance or guidance when needed 		

Comments:

CWE STUDENT SELF-EVALUATION

Note: *Please turn in your completed self-evaluation to the CWE office, Bldg. 38 at the end of the term, along with your INTERN name tag, if applicable*****

Student: _____ K # _____ Term: _____
 Email: _____ Phone: _____
 Program: _____ CWE Instructor: _____
 Worksite: _____ Site Supv: _____

Instructions: Please evaluate yourself objectively on the following statements using the 1-5 scale with 1 being the lowest score and 5 being the highest. Add comments under each to justify or explain the reason for your score.

- 1 2 3 4 5 The CWE experience helped me understand the scope of my chosen career field.
 Comments: _____
- 1 2 3 4 5 The CWE site gave opportunities to apply program theory and knowledge in a work setting.
 Comments: _____
- 1 2 3 4 5 Classroom learning was directly applicable to what I observed/performed at the worksite.
 Comments: _____

How did you hear about CWE? Instructor College CWE website Facebook Friend
 Others: _____

Instructions: Please rate your work performance at your CWE site

RELATIONS WITH OTHERS 5 = Exceptionally well accepted 4 = Works well with others 3 = Gets along satisfactorily 2 = Has some difficulty working with others 1 = Works very poorly	ATTITUDE-APPLICATION TO WORK 5 = Outstanding (enthusias. 4 = Very interested and constructive 3 = Average (indifferent and interested 2 = Somewhat indifferent 1 = Completely uninterested	ABILITY TO LEARN 5 = Learns very quickly 4 = Learns readily 3 = Average in learning 2 = Rather slow to learn 1 = Very slow to learn
JUDGEMENT 5 = Exceptional 4 = Above average in making decisions 3 = Usually makes the right decision 2 = Often uses poor judgment 1 = Constantly uses bad judgment	DEPENDABILITY 5 = Completely dependable 4 = Above average in dependability 3 = Usually dependable 2 = Sometimes neglectful or careless 1 = Unreliable	QUALITY OF WORK 5 = Excellent 4 = Very good 3 = Average 2 = Below average 1 = Very poor

- 1 2 3 4 5 The quality of the worksite for a CWE experience.
 Comments: _____
- 1 2 3 4 5 The quality of supervision you received at the worksite.
 Comments: _____
- 1 2 3 4 5 If involved in seminar, please rate the seminar.
 Comments: _____
- 1 2 3 4 5 How beneficial is the CWE experience when pursuing a job in your program field?

Yes No Were you offered a job position at your CWE site?
 Yes No If your CWE site had a job opening, would you apply?

Student signature: _____ Date: _____

COOPERATIVE WORK EXPERIENCE FINAL EVALUATION

PLEASE RETURN TO THE CWE OFFICE WITH THE GRADED TRAINING AGREEMENT/LEARNING OBJECTIVES

Instructions: Please evaluate the student objectively, comparing him/her with other students of comparable academic preparation, with other personnel assigned the same or similar job, or with your agency standards.

Student: _____
 K Number: _____ Term: _____
 CWE Program: _____
 CWE Instructor: _____

Site Supervisor: _____
 Site Name: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone No # _____

<p>RELATIONS WITH OTHERS</p> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works very poorly	<p>ATTITUDE-APPLICATION TO WORK</p> <input type="checkbox"/> Outstanding in enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average industriousness and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	<p>ABILITY TO LEARN</p> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn
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<p>JUDGEMENT</p> <input type="checkbox"/> Exceptional <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Constantly uses bad judgment	<p>DEPENDABILITY</p> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average in dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes negligent or careless <input type="checkbox"/> Unreliable	<p>QUALITY OF WORK</p> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor
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ATTENDANCE: Regular Irregular Irregular, explain: _____

Was the student prepared to report to work at the onset of the CWE? Yes No If no, explain: _____

OVERALL PERFORMANCE: Outstanding Very Good Average Marginal Unsatisfactory

What strengths, job skills and attitudes did the student display or develop during the term?

In what areas could the student improve?

This report has been discussed with the student: Yes No
 Was student hired for employment after completing CWE? Yes No
 If no, would this student be considered at a later date? Yes No Maybe

Site Supervisor's Signature _____ Date _____

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