

**Syllabus  
Cooperative Work Experience  
Towler Hall, Room 211**

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**This syllabus is for Cooperative Work Experience – CWE 280. Students registering for Cooperative Work Experience for the first time, must also register for a Cooperative Work Experience Seminar – CWE 281. The work experience seminar requires additional assignments. Please refer to your Work Experience Seminar syllabus for more information.**

Deadline dates:                      Summer 2007    Fall 2007    Winter 2008    Spring 2008

Mid-term reports                      07/19/07            10/26/07            02/08/08            05/02/08

End-of-term reports                      08/09/07            12/05/07            03/14/08            06/06/08

**Course Description:**

The Cooperative Work Experience (CWE) Program offers students an opportunity to apply knowledge and skills gained in the classroom to a work-site situation. **Students establish learning objectives related to their field of study.** The objectives are individualized and depend on the area of study and what the student wants to gain from the experience.

**Course Objectives:**

This course is designed to prepare students for the real world of work. It is also designed to add to a student's competitiveness in the labor force and to increase their level of marketability through the acquisition of actual on-the-job experiences.

The course objectives are as follows:

1. Obtain relevant work experience which is mutually agreed upon by the student, the Cooperative Work Experience Director, the Program Advisor, and the Employer. The work experience must be relevant to the student's field of study.
2. Demonstrate work habits and work ethics by completing the required learning agreement, activities, monthly time sheets, and learning objectives at the work place by the required deadline dates. By doing so the student will demonstrate accountability.
3. Verbally demonstrate a working knowledge of the student's chosen profession/field.

4. Identify individual work-related strengths and areas for growth.
5. Evaluate the learning experience and provide feed back to the Cooperative Work Experience staff.

**Student evaluations:**

Students will be evaluated by their Employer/Supervisors, and by the Director of the Cooperative Work Experience Program based on information provided by the Field Monitors.

Your Field Monitor will initiate scheduling site visits with your Employer/Supervisor, but it is the student's responsibility to attend scheduled meetings. **If you cannot attend a scheduled meeting with your Employer/Supervisor and your Field Monitor, it is the student's job to reschedule that meeting.**

During the site visits, the Field Monitor will review the student's learning objectives and ask questions of the student and the Employer or Work Site Supervisor concerning the student's learning experience.

**GRADES:**

The Cooperative Work Experience program is a Pass/No Credit course.

**To earn a PASS grade a student must:**

Complete the course paperwork, the learning objectives, meet with the Supervisor, Field Monitors and the CWE Director. **The student must work 33 hours doing activities related to their learning objectives to earn one credit.** Like any other college course, if a student does not meet the course work requirements, he or she will not earn the college credit.

**To earn a NO CREDIT grade:**

Students that do not meet the course requirements stated on this syllabus will earn a grade of no credit. Completion of the total number of hours worked does not guarantee college credit. Missed meetings, incomplete work, insufficient hours, lack of time sheet documentation may result in a grade of NO CREDIT.

**SUBMITTING FORMS**

We will accept forms via email (if scanned with signatures included), fax, mail, or in person. All fax numbers and email addresses are on this form. Cooperative Work Experience forms are available on the College website at <http://www.clatsopcc.edu/instruction/cwe>

**HOW THE COURSE WORKS****At the beginning of the term the student will:**

\_\_\_ Meet with the Cooperative Work Experience (CWE) Director for the Work Experience program orientation.

\_\_\_ Register for the Cooperative Work Experience credits and applicable seminar if required.

\_\_\_ Turn the **Learning Agreement** in to the Cooperative Work Experience Director **prior to beginning the Cooperative Work Experience.**

\_\_\_ Participate in a work-site meeting with your Supervisor and your Field Monitor at the job site. Your Field Monitor will call you Supervisor to schedule this meeting. Your Field Monitor will attempt to schedule this meeting during your regular work hours. After your Field Monitor has contacted your Supervisor to schedule a meeting, he/she will contact you to inform you about when the work-site meeting has been scheduled.

\_\_\_ Complete your first time sheet at the end of the month and turn it in to the Cooperative Work Experience Director. The time sheet must be signed by you and your employer/supervisor.

### **At the middle of the term:**

\_\_\_ Send an e-mail report to the **CWE Director** and your **Field Monitor**. Answer the following questions in the e-mail report: See email addresses at the top of the syllabus

1. What tasks are you actually performing on the job as they relate to your established learning objectives?
2. How are you using your academic and/or technical training courses in the work place?

\_\_\_ Complete the second timesheet and turn it in at the end of the second month of the term.

### **At the end of the term:**

\_\_\_ Meet with your Field Monitor and the Employer/Supervisor at the job site to wrap up the end-of-term paperwork. Please give your Supervisor the **Student Evaluation** prior to this meeting. Your Field Monitor can pick up this form at that time.

\_\_\_ Complete and turn in the **End-of-Term Summary** and the **Work Site Evaluation** forms to the CWE Director. This is a time of reflection. Think about your learning objectives, how they were accomplished, and what you learned. Include these thoughts in the summary.

\_\_\_ Turn in your last time sheet to the CWE Director.

\_\_\_ Request an incomplete form from the CWE Director if you are unable to complete your hours prior to the end of the term.