



Linn-Benton
Community College

Cooperative Work Experience (CWE)



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www.linnbenton.edu/student-services/work/cwe/index.php





Linn-Benton
Community College

- Welcome Message
- What are WBL & CWE?
- Why should students participate?
- Understanding CWE & FAQ
- CWE steps to enroll & responsibilities
- CWE programs & courses
- CWE & employer partners
- Sponsorship programs:
 - – ATI
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LET'S GO TO WORK!!!



What is WBL?



- Work-Based Learning (WBL) provides students with direct experience through which they can apply their classroom/ lab skills in a work environment.
- WBL *experiential* learning includes **internships** and Cooperative Work Experience (**CWE**).

Internships are defined by the National Association of Colleges and Employers (NACE) as:

- *“a form of experiential (work-based) learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent.”*
- In addition, an internship is a term (Fall, Winter, Spring, and Summer) in duration, may or may not carry credit, and may be paid or unpaid based on the Department of Labor criteria. (See DOL Requirements).

CWE is a credit-bearing work experience and partnership between employer, instructor, and student.



What Is CWE?

Cooperative Work Experience (CWE) is an internship program at LBCC that builds a bridge from college to career.

- Students can earn college credit while gaining valuable on-the-job training for career success.
- Students earn 1 college credit for every 30 of applicable, verified work.
- Students can opt to work full time or part time in positions related to their college programs.
- Students are evaluated on performance at the end of the term by their supervisor.
- CWE is required for many CTE programs and can be a part of several transfer degree programs





Why Should Students Participate?



- Explore jobs and careers related to your college studies
- Improve your professional confidence and job skills
- Gain hands-on job experience to put on your resume
- Earn academic credit toward graduation
- Have an opportunity to work with equipment not available on campus
- Make valuable employer contacts
- Increase chances for a full-time job after graduation



Understanding CWE

- Cooperative Work Experience (CWE) is an instructional program providing opportunity for students enrolled in LBCC programs to earn up to 12 credit per academic year.
- No more than 24 credit of CWE can be applied toward an Associate of Applied Science degree or 12 credit for a one-year certificate of completion.
- CWE credit is variable, 1 to 12 credits.

Credits v. Hours Worked		
Credits	Hours / Week	Hours / Term
6	18-20	180-216
5	15-17	150- 179
4	12-14	120-149
3	9-11	90-119
2	6-8	60-89
1	3-5	30-59

*30 of work equal one credit.

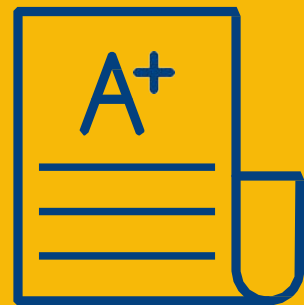


Frequently Asked Questions



AM I ELIGIBLE?

Students must be enrolled and taking credits in a degree program and meet all departmental prerequisites.



IS IT GRADED?

Yes. CWE courses are available with a grade of A-F or P/NP option. There is required coursework as well as an hourly work requirement.



DO I HAVE TO PAY FOR IT?

Yes. In order for students to receive credit for their internship, they have to register and pay for the course. The CWE office will help in this process!



DO I GET PAID FOR IT?

- MAY be paid or unpaid, depending on the company
- DO NOT include benefits (like health insurance, vacation, etc.)
- DO include workers compensation (paid by LBCC for unpaid)



Steps to Enroll in CWE

1. Meet with CWE instructor
(to learn program requirements; 1 - 2 terms before starting CWE)
2. Prepare resume & cover letter
(contact [Career Services](#) for help: 541-917-4780)
3. Find a CWE job for approval
(your CWE instructor can help; your exiting job may relate to your program; find other Opportunities in the [Community Postings](#) page)
4. Complete CWE [Agreement](#) & [Learning Outcomes](#) forms
(get signed and instructor approval)
5. Register for CWE class
(the CWE Office will help complete this step)
6. Begin coursework and job
(login to your Moodle course and complete all homework assignments and upload weekly timesheets)





CWE Responsibilities

All CWE participants share responsibility for a successful experience for all

- Student/Employee
- CWE faculty coordinator
- Employer

Cooperative Work Experience (CWE) Responsibilities

STUDENT/EMPLOYEE RESPONSIBILITIES

- The student has the overall responsibility to see that all requirements of the Cooperative Work Experience Program (CWE) are performed. In the event some of the requirements are not met, you will have your grade reduced or be given a non-passing grade.
- Complete all information on the CWE Agreement and return it to the Cooperative Work Experience Office to get permission to register and an Add/Drop slip. Then go to the registration counter and register for CWE.
- Meet with your CWE Faculty Coordinator and work supervisor to discuss tentative learning outcomes.
- Complete and sign the Learning Outcomes. Upload in Moodle by the end of the second week of enrollment.
- Submit all paperwork as requested.
- Schedule and attend individual conferences and site visits with your CWE Faculty Coordinator as required.
- Establish a work schedule that allows the completion of required tasks and clock hours by the end of the term.
- Follow all rules, regulations, and requirements of the training site and adhere to the Student Conduct regulations of LBCC (http://bit.ly/Student_Rights_Responsibilities_Conduct).
- Report on-the-job accidents or illnesses to your supervisor and the CWE office immediately and complete appropriate reports; also call the Nurse Plus 24/7 on call center at 1-613-238-3262 or Toll Free at 1-866-209-7711 to report an injury and/or discuss the need for medical attention.

CWE FACULTY COORDINATOR RESPONSIBILITIES

- Recruit and refer students without regard to age, disability, national origin, race, marital status, sexual orientation, parental status, religion, or gender.
- Develop Cooperative Work Experience training site for student placement.
- Coordinate the CWE Agreement, Learning Outcomes contract, and the Final Evaluation with the cooperating employer/supervisor.
- Visit each student at training site and discuss the student's related instruction with the supervisor.
- Serve as a liaison between the college, the instructional program, the student, and the employer.
- Coordinate the evaluation process for Cooperative Work Experience students.
- Advise student on a one-to-one basis.
- Assist employers in evaluating the student's success in achieving stated learning outcomes.
- Coordinate the related instruction of Cooperative Work Experience with student's curriculum. The related instruction phase includes learning plans for each student and may include the CWE Seminar.
- Be responsible for grading each student at the end of each term.

EMPLOYER RESPONSIBILITIES

- Agree to participate in the Cooperative Work Experience Program by providing direction and feedback to the student and the college.
- Maintain a policy that assures that there will be no discrimination or harassment on the grounds of age, disability, national origin, race, marital status, sexual orientation, parental status, religion, or gender.
- Assist student-employee in developing and achieving appropriate job-related learning outcomes.
- Orient and train student to all health and safety regulations, the Fair Labor Standards Act, and child labor laws; and provide worker's compensation for all paid positions.
- Report any student on-the-job injuries to the CWE office (541-917-4787) or email cwe@linnbenton.edu.
- Participate in student evaluation and sign the CWE Agreement, Learning Outcomes, and weekly time sheets.
- Contact the Cooperative Work Experience Coordinator if questions and problems arise.



CWE Programs & Courses

CAREER EXPLORATION

1-12 Variable Credit

- Explores careers in field of interest.
- Students find worksite or partners with Coordinator to find worksite.

SEMINAR

1 Credit

Designed to address essential employability skills needed for employment

Coursework includes:

- Resume
- Cover Letter
- Job Search
- Interviewing
- Plus more

Regular CWE:

1-12 Variable Credit

- Usually 1-2 terms
- Requirements vary by degree program
- Worker's Compensation covered by LBCC for unpaid positions
- Coursework Assignment





Required CWE Program List

- Accounting Technology (3 Cr.)
- Animal Technology: Horse Management (2 Cr.)
- Automotive (12 Cr.)
- Childhood Development: Early Childhood Education (2 Cr.)
- Computer Aided Drafting and Design (3 Cr.)
- Construction & Forestry (6 Cr.)
- Heavy Equipment (6 Cr.)
- Journalism & Mass Communication (2 Cr.)
- Practical Business Management (4 Cr.)
- Non-Destructive Testing (3 Cr.)
- Welding and Fabrication Technology (1 Cr.)

Degree and Certificates Chart				
	AS	AAS	1-YR	2+
Agricultural Sciences				
Agricultural Business Management	*			
Agricultural Sciences	*			
Animal Science	*			
Animal Technology		*		
Animal Technology/Horse Management		*		
Business				
Accounting Clerk			*	
Accounting Technology		*		
Business Administration	*			
Economics	*			
Practical Business Management		*		*
Computers				
Digital Imaging & Prepwork Tech.			*	
Culinary Arts				
Culinary Arts		*		
Nutrition & Food Service Systems	*			
Education				
Child & Family Studies		*	*	*
Elementary Education	*			
Human Services	*			
Human Development & Family Science	*			
Health and Medical				
Cosmetology & Hair Management Specialist			*	
Computed Tomography				*
Dental Assistant			*	
Diagnostic Imaging		*		
Exercise & Sport Science	*			
Health Management & Policy	*			
Health Promotion & Behavior	*			
Medical Assisting	*		*	
Nursing		*		
Occupational Therapy Assistant		*		
Phlebotomy				*
Surgical Technology		*		
Industrial				
Apprenticeship		*	*	*
Automotive Technology		*	*	*
CHC Machinist				*
Computer Aided Drafting and Design		*	*	
Construction & Forestry		*		
Equipment Technology		*		
Industrial & Ship Mechanic			*	
Industrial Pipe Trades		*	*	
Heavy Equipment/Diesel Technology		*		
Machinist Tool Technology		*	*	
Mechatronics/Industrial Automation Technology		*		*
Non-Destructive Testing		*	*	
Welding & Fabrication Technology		*	*	
Liberal Arts & Communication				
Anthropology	*			
Art	*			
Communication	*			
Creative Writing	*			
English	*			
History	*			
Journalism/Mass Communications	*			
Liberal Studies	*			
Music	*			
Music Education	*			
Music Production and Audio Engineering	*			
Political Science	*			
Psychology	*			
Sociology	*			
Visual Communication	*	*		
World Languages	*			
Math, Science & Engineering				
Biological Sciences	*			
Chemistry	*			
Engineering	*			
Environmental Sciences	*			
Food and Fermentation Science	*			
General Science	*			
Geology	*			
Mathematics	*			
Physics	*			
Also Available:				
Associate of Arts Oregon Transfer (AAOT)				
AAOT - Elementary Education				
Undecided:				
Assoc. of General Studies (AGS)				
Oregon Transfer Module (OTM)				



CWE & Employer Partners



Employers benefit
by partnering with
CWE education!

- Access to qualified and skilled workers
- An internship allows an employer to assess the intern as a potential employee, without obligation of hiring the intern.
- If the intern becomes an employee, employer training costs and employee turnover are minimized. Nationally, 60 percent of interns go to work for their internship employers.
- Employers establish a cooperative relationship with the college, providing an opportunity to influence vocational education and address industry training needs.
- CWE students are often more motivated, enthusiastic employees because their work is evaluated and translated into college units.

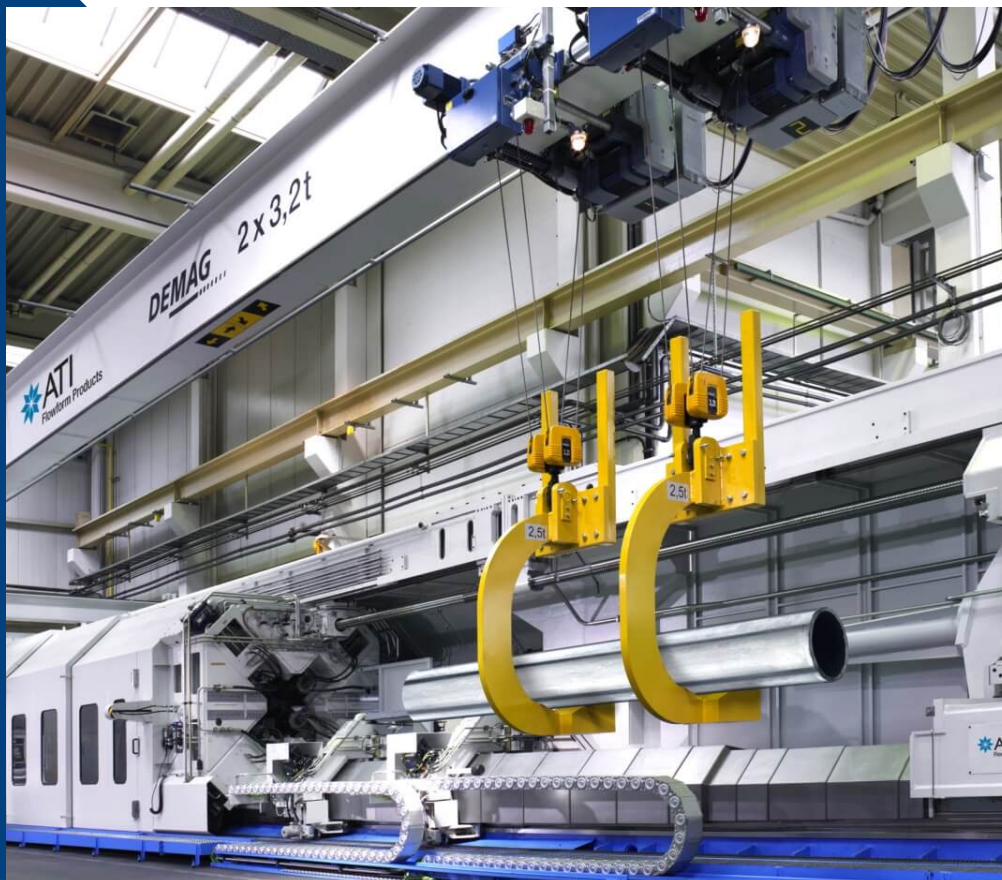


– Program Sponsor

- Allegheny Technologies, Inc. (ATI) is a technology-driven, critical supplier to key aerospace and defense customers, focused on maximizing aero engine and airframe growth opportunities.
- ATI has made many advancements in the technology / industrial world in High Performance Materials and Components (HPMC) and Advanced Alloys and Solutions (AA&S)



- Well-positioned to meet end-market demand growth, HPMC produces titanium-, nickel-, cobalt- based alloys and other specialty metals in long product forms, precision forgings, and machined components.
- ATI produces for the medical field with products that range from superconducting wire for MRI machines to implantable stents and artificial joints that save and improve thousands of lives.

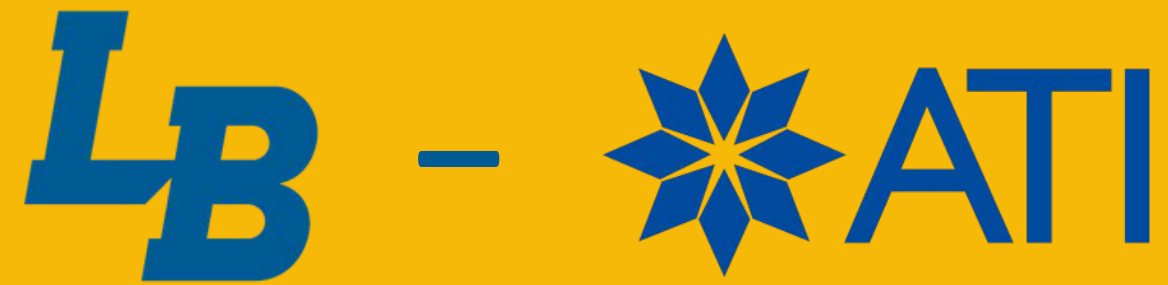




– CWE Sponsorship

- Long term CWE experience:
 - 1 credit of Career Exploration 1st term
 - Additional terms are 0 credit or 1+ credit depending on degree needs
- Paid through LBCC / Employer reimburses wages
 - \$15.00 wage to start, progressive wage advancement schedule
 - Class and Compensation done every three years
- ATI works around students' class schedules
 - Can work up to full time in the Summer
 - Students can stay in the program through their transfer degree
 - Can work one term post undergraduate graduation





1. Scan the QR code
2. Complete application for
CWE sponsorship
employment
3. ATI reviews application →
interviews → hires



GO TO WORK!!!



– CWE Sponso



- The AVID (Advancement Via Individual Determination) project is a program designed to give to students the tools they need to navigate their pre-college education and career.
- CWE student's AVID **ROLE** is to adhere to the CWE programs rules while gaining onsite work experience.
- Through a direct initiative of President Avery, LBCC has been charged with helping to extend our reach to our rural partners in Linn and Benton counties, as these groups traditionally are the most underserved and require the most support.



- The **GOAL** of recruiting, supporting, and placing teachers in these districts is one grounded in equity and aligns with the core values of LBCC; to serve and provide a high-quality education for all.
- Through our partnership with the Lebanon School district, LBCC is helping to create a way for our LBCC students to enter classrooms, support students, and learn about teaching strategies under the supervision of seasoned educators.

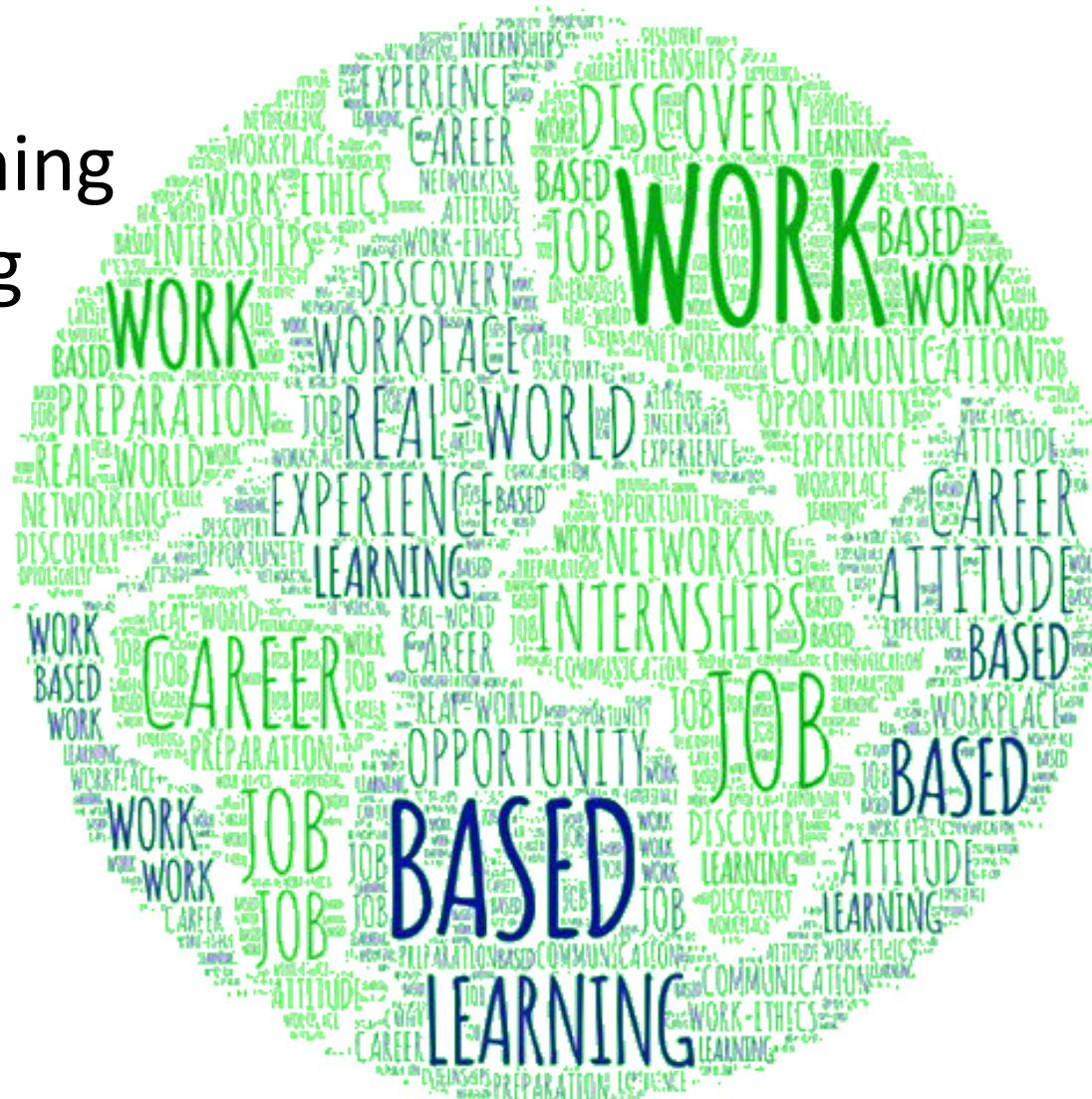


– Program Details

Requirements

- Student must be able to pass a background check.
- Student must have above a 2.0 GPA.
- Attend Required AVID Training
- Complete all required hiring documentation for LBCC

[AVID Student Testimonial](#)



Benefits

- Experiential Work-Based Learning in the classroom
- Paid CWE sponsorship job
- \$14/hour to work as AVID tutors in the Lebanon School District
- Students become LBCC employees – Workers Compensation covered
- Meets four-year university requirement: Completion of two sets of classroom observation (30 each)
- A practicum-based education course may be substituted for the first set of observation. The first 30 can be from LBCC.



■ Get **STARTED** today
with your CWE team!

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WE'LL HELP YOU GET TO WORK!!!



Linn-Benton
Community College

- In-Service Presentation
September 18, 2023
- Thank you for your time
today!



Questions???