



Cooperative Work Experience Education - Checklist for Success

- 1. Student/Employee attends an orientation provided by the CWEE Coordinator
- 2. Student/Employee completes the CWEE Application for Admission form
- 3. CWEE Coordinator will provide Student/Employee with Employer Letter
 - a. Employer signs Employer Letter
 - b. Student/Employer returns signed Employer Letter to CWEE Coordinator
- 4. CWEE Coordinator approves paperwork, gives permit to student to enroll
- 5. Student/Employee registers for CWEE appropriate course at Admissions & Records
 - a. Student/Employee decided if class is taken as Pass/No Pass or receive a letter grade
- 6. During the semester Student/Employee tracks work hours on CWEE timesheet
 - a. Employer completes Progress Towards Learning Objectives and signs timecard
 - b. Timesheets are due to the CWEE Coordinator by the 15th of the month following the month worked
- 7. NOTE: All Student/Employees must complete all required hours to receive credit for work experience. Work hours are counted from date the student registered for the class.
- 8. Instructor/CWEE Coordinator will meet at least once with the Employer to evaluate the Student/Employee progress towards Learning Objectives
- 9. Grades for CWEE are based on:
 - a. Completion of required work hours
 - b. Completion and submission of all required paperwork by due dates
 - c. Submission of all timesheets, completed correctly by the due dates
 - d. Employer and Instructor ratings of Student/Employee performance