



**Linn-Benton**  
Community College

## **BA 280-A: CWE in ACCOUNTING (CRN 42417)**

**Linn-Benton Community College – Summer 2021**

**Instructor: Chris Ruderman**

**OFFICE HOURS:**

Office: MKH-114

MW 10-11am or F by appt.

Email: [rudermc@linnbenton.edu](mailto:rudermc@linnbenton.edu)

### **Cooperative Work Experience (CWE)**

McKenzie Hall – MKH 210

6500 SW Pacific Boulevard, Albany, OR 97321

(541)917-4787 Fax (541)917-4808

E-mail: [cwe@linnbenton.edu](mailto:cwe@linnbenton.edu)

**Submit ALL Assignments & timesheets through MOODLE**

*(Except Agreement - please submit to [CWE@linnbenton.edu](mailto:CWE@linnbenton.edu))*

**LMS Mobile App: site url - [moodle.linnbenton.edu](http://moodle.linnbenton.edu)**



### **CWE Syllabus w/ Submission Instructions**

#### **Due Prior to starting CWE position:**

##### **CWE Agreement:**

The formal agreement between LBCC, Employer/Supervisor, student, and CWE Faculty Coordinator. ALL the information & signatures requested on the agreement are required for registration. Please return your completed agreement to the CWE Office for approval & registration.

**[CWE Seminar: IF** you are also enrolled in the CWE Seminar (WE202), there are additional assignments to be completed. Contact your CWE Faculty Coordinator if you have any questions. ]

#### **Due Weekly:**

##### **Student's Weekly CWE Record (timesheet):**

Please submit your timesheets to MOODLE **each week** **after** your supervisor has signed them. *Each CWE credit requires a **minimum of 30 hours**.*

#### **Due within 2 Weeks of Starting CWE:**

1. **CWE Job-Related Learning Outcomes:** (2-part assignment)

a. **Part 1: Beginning of CWE** - 100 pts. max. Identify three learning outcomes. The outcomes should be realistic, specific and agreed upon by you, your supervisor, and your CWE Faculty Coordinator. Supervisor signs on the top line. **Scan and upload into Moodle** when complete.

2. **"Preflection" Questions:** 100 pts max.  
**Save and upload into Moodle** when complete.

**Due by the End of the 5<sup>th</sup> Week** (if starting late, due date is halfway through your CWE):

3. **Mid-Term:** 100 pts max.  
(if starting late, due date is halfway through your CWE).

4. **Arrange Site Visit:** 100 pts max.

Visit arranged with Supervisor and Coordinator by end of **5<sup>th</sup> week** (if starting late, due date is halfway through your CWE). **Actual visit can be done through week 8 of the term.**

It is **your responsibility** to contact your CWE Faculty Coordinator to **arrange a site visit** with you and your supervisor at your CWE site. Talk with your supervisor regarding when you will both be at work and find out which times of the day or week would work for a site visit. Then contact your CWE Faculty Coordinator with some possible times so a specific date and time can be set.

**Due by 5 p.m., Thursday before the last week of the term:**

5. **CWE Job-Related Learning Outcomes:**

a. **Part 2: End of CWE** - 100 pts. max. Your supervisor will evaluate you on how well you achieved your three learning outcomes. Supervisor signs on bottom line. Scan and **upload into Moodle** when complete.

**Due by 5 p.m., Thursday before the last week of the term:**

6. **Student Self-Evaluation of Work-Related Skills:** 100 pts. max.

Your supervisor will also be using the same criteria to evaluate you. This is your chance to evaluate yourself. **Save and upload into Moodle** when complete.

7. **Student Evaluation of CWE Site:** 100 pts. max.

This form is confidential and will not be shared with your employer/supervisor or anyone at your CWE site. **Save and upload into Moodle** when complete.


8. **Employer Evaluation:** 100 pts. max.

**Scan and upload into Moodle** when completed by supervisor.

9. **Final: 200 pts. max**

**Save and upload into Moodle** when complete.

## CWE Submission Instructions

<a href="#">MOODLE</a> Instructions	How to Access CWE on <a href="#">MOODLE</a>
<p><b><u>Submit to</u></b>  <b><u>CWE@linnbenton.edu</u></b>            CWE Agreement (Signed)</p> <p><b><u>Submit through Moodle:</u></b></p> <ul style="list-style-type: none"> <li>• Weekly CWE Records (Time sheets) _</li> <li>• CWE Job-Related Learning Outcomes (X2)</li> <li>• “Preflection” Questions</li> <li>• Mid-Term</li> <li>• Student Self-Evaluation of Work-Related Skills</li> <li>• Student Evaluation of CWE Site</li> <li>• Employer Evaluation of Work-Related skills</li> <li>• Final</li> </ul> <p style="text-align: right;">LMS mobile APP -             site address:            moodle.linnbenton.edu</p>	<p>to: <a href="http://www.linnbenton.edu">www.linnbenton.edu</a></p> <p>Under Quick Links (located in the top right corner of website), click on Single Sign on <b>NEW USERS</b> and to claim the Single Sign on PIN</p> <p>If you have never used Moodle before, once you are registered for the CWE course(s) an account will automatically be created for you Moodle and your CWE course(s) will be available once you are registered. Click on corresponding CWE course containing your Faculty Coordinator’s Last Name</p>

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### **How to Earn a Passing Grade:**

In order to receive a passing grade, you must adhere to the established due dates and ensure that all of your CWE documents/assignments have been submitted through Moodle, no later than 5p.m., Thursday, before the last week of the term.

**Grades are issued as follows: A =1000 - 900; B =899 - 800; C =799 - 700; D =699 - 600; F =599 - 0**

### **Student Responsibilities:**

Please review the enclosed [Cooperative Work Experience Responsibilities](#) to know your responsibilities.

### **Problems/Concerns:**

Please contact your CWE Faculty Coordinator or the CWE office if you have any problems or concerns regarding your CWE.

**[Center for Accessibility Resources \(CFAR\)](#)**

[LBCC Comprehensive Statement of Nondiscrimination:](#)

