

Cooperative Work Experience (CWE)

Takena Hall – T-101, Inside the Career & Counseling Center office
6500 SW Pacific Boulevard, Albany, OR 97321
(541) 917-4787 / Fax (541) 917-4808
E-mail: cwe@linnbenton.edu

Submit paperwork to the CWE Office by E-mail, Fax, or in person.

CWE Syllabus
with Assignment Timelines and Submission Instructions

Due Prior to starting CWE position:

1. **CWE Agreement:** the formal agreement between LBCC, Employer/Supervisor, student, and CWE Faculty Coordinator. ALL of the information requested on the agreement is required. All signatures are mandatory for registration. Please return your completed agreement to the CWE Office for approval and signed permission to register.

[**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:

2. **Student's Weekly CWE Record (time sheet):** Please turn in your time sheets to the CWE Office **each week after** your supervisor has signed them. *Each CWE credit requires a **minimum of 30 hours**.*

Due within 2 Weeks of Starting CWE:

3. **CWE Job-Related Learning Outcomes:** Identify three learning outcomes. The outcomes should be realistic, specific and agreed upon by you, your supervisor, and your CWE Faculty Coordinator. Learning outcomes are due in the CWE Office, or through Moodle, **no later than two weeks** after you begin working. All signatures are required to be complete. Note: Your supervisor signs at the beginning (initial receipt) and at the end (completion) of your CWE.
4. **"Preflection" Questions:** Due no later than two weeks after you begin your CWE.

Due by the End of the 5th Week (or halfway through your CWE):

5. **Mid-Term Progress Report:** Due at the end of the 5th Week (or halfway through your CWE).
6. **Arrange Site Visit:** 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:

7. **Student Self-Evaluation of Work-Related Skills:** Your supervisor will also be using the same criteria to evaluate you. This is your chance to evaluate yourself.
8. **Student Evaluation of CWE Site:** This form is confidential and will not be shared with your employer/supervisor or anyone at your CWE site.
9. **End-of-Term Self-Evaluation Questions**

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 to the CWE Office, or through Moodle, no later than 5p.m., Thursday, before the last week of the term.

CWE Submission Instructions	
If you are using MOODLE for your CWE, follow these instructions MOODLE Instructions	If completing paper forms for your CWE, follow these instructions Paper Packet Instructions
<p><u>Submit to the CWE office:</u> <u>(see top of Page 1 for submission instructions)</u></p> <ul style="list-style-type: none"> • CWE Agreement • Weekly CWE Records (Time sheets) <p><u>Submit through Moodle:</u></p> <ul style="list-style-type: none"> • CWE Job-Related Learning Outcomes • “Preflection” Questions • Mid-Term Progress Report • Student Self-Evaluation of Work-Related Skills • Student Evaluation of CWE Site • End-of-Term Self-Evaluation 	<p><u>Submit to the CWE office:</u> <u>(see top of Page 1 for submission instructions)</u></p> <ul style="list-style-type: none"> • CWE Agreement • Weekly CWE Records (Time sheets) • CWE Job-Related Learning Outcomes • “Preflection” Questions • Mid-Term Progress Report • Student Self-Evaluation of Work-Related Skills • Student Evaluation of CWE Site • End-of-Term Self-Evaluation

How to Access CWE on MOODLE to Submit Assignments (#3-9, if using Moodle format): Contact your Faculty Coordinator to find out which access to use for your CWE	
Using Guest Access	Using Student Access
<ul style="list-style-type: none"> ▪ Go to: www.linnbenton.edu ▪ Under Quick Links (located in the top right corner of website), click on Moodle ▪ Scroll down to the bottom left and click on “Log in as a guest” or click on Home ▪ Scroll down on the right and under LINKS, GENERAL, click on Course Categories ▪ Click on Cooperative Work Experience (CWE) ▪ Click on corresponding CWE course containing your Faculty Coordinator’s Last Name 	<ul style="list-style-type: none"> ▪ Go to: www.linnbenton.edu ▪ Under Quick Links (located in the top right corner of website), click on Moodle ▪ If new to Moodle, watch the video and follow directions for logging into your account. (OSU DPP students will use their dual-enrollment number starting with a “9”) ▪ If you do not already have a Moodle account, the system will create a user account and enroll you into the CWE course(s) after you are registered for that course ▪ If you already have a Moodle account, your CWE course(s) will be available once you are registered ▪ After logging in, you can view the courses you are registered for under "My Courses" in the Navigation box on the left of screen or in the “Courses Available to You” box on the upper right of screen ▪ Click on corresponding CWE course containing your Faculty Coordinator’s Last Name
If you have problems logging into your account, contact your CWE Faculty Coordinator	

Student Responsibilities:

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

Problems/Concerns:

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

CWE Online Database Access to Check Your Hours

To verify that your CWE time sheets have been received and data entered, login online at: <http://cf.linnbenton.edu/joblist/cwestudent>

Login: Student ID Number (X00 or 9#)

Password: Last Name

Center for Accessibility Resources

If you have a documented disability and may need accommodations, please make an appointment with your CWE Faculty Coordinator before starting your CWE to discuss your needs and present your CFAR accommodation letter. If you have a documented disability that will impact you at college and you have not yet accessed services please contact the Center for Accessibility Resources (CFAR) for intake and to document your disability with LBCC. CFAR may be reached by calling (541) 917-4789 or emailing CFAR@linnbenton.edu.

LBCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

(For further information: <http://po.linnbenton.edu/BPsandARs/>)