

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.