

## **Cooperative Work Experience Education (CWEE) And Internship Program: A Three-Way Partnership**

Cooperative Work Experience Education is a three-way partnership, which includes a student, an employer, and an instructor. Each member of this team has responsibilities to the partnership.

### **Student Responsibilities**

Students are responsible for meeting all of the requirements of the Cooperative Work Experience Education Program (CWEE):

1. Follow the steps outlined in the *Student Planning Calendar*.
2. Fill out the CWEE Application and register for the course.
3. Determine the appropriate CWEE course and number of units to enroll in with admissions. Work with the Career Center Staff or a Counselor, if assistance is needed, to ensure proper registration.
4. Write measurable and observable new learning objectives for the semester in consultation with the instructor and employer.
5. Perform well on the objectives and demonstrate good work habits and effective use of skills.
6. Attend scheduled meetings with instructor and communicate to the instructor any job-related concerns, such as accuracy of work, punctuality, load, attitudes, etc.

### **Work-Site Supervisor/Employer Responsibilities**

The employer is responsible for supervising the implementation of the Cooperative Work Experience Education Program (CWEE) at the job site. The employer's role as mentor is very important since he/she will be working on a day-to-day basis with the student. The following responsibilities relate directly to the employer's role:

1. Provide adequate supervision, facilities, equipment, and materials at the work/learning site to achieve on-the-job learning objectives.
2. Provide a clear description of the student's duties and responsibilities.
3. Guide the employee in writing new measurable and observable learning objectives for the semester.
4. Provide support and feedback to the employee regarding his/her performance.
5. Meet once during the semester with the Hartnell Faculty Member at the employment site to evaluate the student/employee's performance.

6. Evaluate the student/employee's performance with the instructor and suggest to the employee areas of strengths and areas of improvement.
7. Provide information and suggestions for the improvement of the CWEE Program.
8. Comply with all appropriate federal and state employment regulations.
9. Share, in collaboration with the instructor, responsibilities for on-the-job supervision, including –
  - Conferring about the student's educational growth on the job.
  - Personally consulting with the student to discuss education/growth on the job.
  - Evaluating student's progress in meeting planned on-the-job learning objectives.
  - Evaluating student's general workplace competencies.

### **Instructor Responsibilities**

The instructor is responsible for the overall coordination of the Cooperative Work Experience Education (CWEE) field experiences. The following specific responsibilities are related to the CWEE instructor:

1. Provide guidance with student's development of measurable and observable learning objectives.
2. Confer with student at least four times during the semester. The purpose of these conferences is to assist students with establishing on-the-job learning objectives, providing career guidance and feedback, and mentoring for educational and occupational development.
3. Confer with the employment supervisor at least twice during the semester. Meet at least once at the job site to discuss the student's performance and progress toward fulfilling his/her objectives. Site visits may include a conference with or observation of the student.
4. Keep the CWEE Director informed of any developments in the program or the student's performance requiring administration's attention.
5. Work closely with the Career Center to involve the student in the acquisition of career awareness.
6. Award the student's grade and submit all requested paperwork to the Career Center.