Cooperative Work Experience (CWE)

Saddleback College - Business Science and Economic & Workforce Development Division

CWE Procedures at a Glance

STEPS	CTE Program Department Chair	CWE Instructor	Student
Step 1	Upon receiving Program Enrollment Application from the student, CTE Program Department Chair is to review student's application to determine student's eligibility to enroll into CWE 180.	Office of Instruction will assign the new CWE 180 ticket number and will notify the following: Mira Manchik, Department Chair, and the Instructor of Record. NOTE: All communication with the VPI office is done thru Mira Manchik. It takes 24 hrs after ticket number is issued for the APC to be activated.	**Scenario #1. Student has a ready-to-go internship.** Student is to visit Saddleback College's CWE website for instructions on how to get started. **Scenario #2. Student doesn't have an internship.** Student is referred to Gaucho Jobs web site: https://saddleback-csm.symplicity.com/
Step 2	Select CWE 180 Instructor. *Department Chair is to verify load/overload of the assigned CWE 180 faculty to make sure instructor is within their semester max.* *NOTE: According to the Academic Contract, Article XV - instructor might teach 1 CWE class with multiple sections but have no more than 35 students total.*	APC is issued by the instructor and both the enrollment process and the CWE program is explained to the student by the instructor. **Student File** Instructor is also to open new student file and starts accumulating all forms that will be turned at the end of semester to Mira Manchik.	**Getting the name of the CWE Instructor:** Student Contacts CTE Program Department Chair, completes Program Enrollment Application, e-mails it to Dept. Chair and requests to be referred to appropriate CWE Instructor. **Contacting CWE Instructor for eligibility** Student contacts his/her CWE Instructor to check the status of their enrollment.
Step 3	Refer student to the assigned CWE 180 Instructor of record.	**Setting deadlines, Letter to the Employer, First meeting with the Student** • Instructor works with student on setting up the timeline. • Instructor sends out the "Letter to the Employer". • Instructor meets with student to review Learning Objectives.	**Registering into CWE 180 w/ an APC code** Student registers for CWE 180 using APC code issued by the assigned CWE Instructor. *NOTE*: APC codes have an expiration date - student must register by the deadline!
Step 4	Contact **Mira Manchik** (via email – *mmanchik@saddleback.edu*) with the completed CWE 180 request form (ask Mira for the form). Assigned CWE 180 is copied on the request form. NOTE: Mira will communicate with the VPI office.	**1st (required) Instructor/Employer meeting** Instructor sets up a first meeting with the employer. Items to be covered at the initial meeting: • Learning Objectives (form to be completed) • Job Expectations, etc.	**Internship** • Internship begins. • Contact instructor for forms, due dates and deadlines. • Work on Learning Objectives Form for CWE Instructor's review and approval. • Student fills out Student Time Report form at the end of each work day.
Step 5		**2nd (required) Instructor/Employer meeting** Instructor sets up a second meeting with the employer.	**1st (required) meeting with the CWE Instructor** Student meets with instructor to submit Learning Objectives Form.
Step 6		**Student Packet** Instructor collects and submits student's packet to CWE Office (BGS 226, to Mira Manchik) by the last week of semester: Student Packet includes: ✓ Student Program Enrollment Application ✓ Job Oriented Learning Objectives ✓ Student Time Report ✓ Evaluation of Student by Employer ✓ Student Program Evaluation Survey	**Instructor/Employer meeting** • Student attends instructor/employer meeting. • Receives and completes Evaluation of Student by Employer form
Step 7		**Instructor's Packet** In order for the Instructor of record to be paid for the CWE 180 class time, follow regular A&R instructions to submit grades and then bring the following documents to Mira Manchik, along with your student packets: (FOR EACH CWE 180 ticket issued!): ✓ **SIGNED** Class Roster (w/ all Drops and "W"s) ✓ **SIGNED** Grade Sheet ✓ **COMPLETED** and **SIGNED** Payroll Timesheet *NOTE: Failure to complete the file will result in no compensation.*	**Packet submission for the grade** Student submits the following forms to instructor by the end of the semester (deadline set by instructor): ✓ Job Oriented Learning Objectives ✓ Student Time Report ✓ Evaluation of Student by Employer ✓ Student Program Evaluation Survey *NOTE: Failure to complete the file will result in a failed grade.*