Cooperative Work Experience Education - Checklist for Success

1. Student/Employee attends an orientation provided by the CWEE Coordinator

2. Student/Employee completes the CWEE Application for Admission form

3. CWEE Coordinator will provide Student/Employee with Employer Letter
   a. Employer signs Employer Letter
   b. Student/Employer returns signed Employer Letter to CWEE Coordinator

4. CWEE Coordinator approves paperwork, gives permit to student to enroll

5. Student/Employee registers for CWEE appropriate course at Admissions & Records
   a. Student/Employee decided if class is taken as Pass/No Pass or receive a letter grade

6. During the semester Student/Employee tracks work hours on CWEE timesheet
   a. Employer completes Progress Towards Learning Objectives and signs timecard
   b. Timesheets are due to the CWEE Coordinator by the 15th of the month following the month worked

7. NOTE: All Student/Employees must complete all required hours to receive credit for work experience. Work hours are counted from date the student registered for the class.

8. Instructor/CWEE Coordinator will meet at least once with the Employer to evaluate the Student/Employee progress towards Learning Objectives

9. Grades for CWEE are based on:
   a. Completion of required work hours
   b. Completion and submission of all required paperwork by due dates
   c. Submission of all timesheets, completed correctly by the due dates
   d. Employer and Instructor ratings of Student/Employee performance