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| Student Cooperative Work Experience Guide A Guide for Employers |
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# Cooperative Work Experience

## Definition of Cooperative Work Experience

Cooperative Work Experience is a program which provides hands-on work experience in an actual employment setting tailored to meet the training needs of each student and employer requirements. The Cooperative Work Experience awards college credit to students for on-the-job training in their field.

It is a coordinated team effort between the college, students and employers. The staff at Klamath Community College Career Services Center work closely with faculty and students to assess training needs and objectives. We also work closely with employers on tailoring the training program specific to changing requirements in the workplace, ensuring students are provided up-to-date training.

Together we:

PROVIDE an education where Klamath Community College students gain sufficient, up-to-date knowledge of the program and industry specific to their field of study.

*Classroom or Online Studies*

AUGMENT classroom education by integrating Work Experience programs where students will also gain the skills and ability necessary to demonstrate competency in their field of study.

*Well-designed Cooperative Work Experience Programs*

SUSTAIN our efforts by maintaining cooperation, communication and programs that will lead to stronger, developed communities.

*Regular Advisory Committees meetings including employers, faculty, Community Members and Staff*s

## Benefits for students

* An opportunity to develop practical skills related to field of study
* Professional Networking: a CWE provides an opportunity for students to network with professionals in their industry, potentially leading to other opportunities
* Resume enhancement
* Personal and Professional growth

OVERALL, participating in a cooperative work experience can significantly enhance students’ academic and professional development, equipping you, the student, with the skills, experiences, and connections necessary for success in your chosen field.

## Student Responsibilities

Students who register to take a Cooperative Work Experience course, are responsible for the following:

1. Meeting with Instructor/Career Advisor to establish work experience placement PRIOR to the start of the term
2. Meeting with the employer to review and complete all necessary paperwork and training prior to CWE start date
3. Staying up to date and checking coursework/assignments, and announcements in Canvas daily

## Student Expectations

These expectations aim to guide students in maximizing their learning and contribution during their cooperative work experience while preparing them for success in their future careers:

1. Professionalism: Maintain a professional demeanor at all times, including punctuality, appropriate attire, and respectful communication with colleagues, supervisors, and instructor
2. Responsibility: Take ownership of assigned tasks and projects, completing them accurately and efficiently with designated timelines
3. Adaptability: Demonstrate flexibility and adaptability in navigating diverse work environments, tasks, and challenges that may arise during the work experience
4. Initiative: Show initiative by actively seeking opportunities to contribute, learn and take on additional responsibilities beyond assigned tasks
5. Communication: Effectively communicate with colleagues, supervisors, and clients through clear verbal and written communication, actively listening and asking questions when necessary
6. Collaboration: Work collaboratively with team members, contributing ideas, sharing information, and supporting others to achieve common goals and objectives
7. Problem-saving: Demonstrate strong problem-solving skills by identifying issues, analyzing situations, and proposing creative solutions to overcome challenges encountered during the work experience
8. Accountability: Take responsibility for actions and decisions, acknowledging mistakes, and learning from feedback to continuously improve performance
9. Ethical Conduct: Uphold ethical standards and integrity in all interactions and decisions, respecting confidentiality, honesty, and fairness in the workplace
10. Professional Development: Actively engage in opportunities for learning and professional development, seeking feedback, and proactively pursuing growth and skill enhancement relevant to the cooperative work experience and future career goals

## Employer Responsibilities

* Expand on the student’s educational background
* Determine who will supervise the student while at work
* Provide any appropriate company orientation covering safety concerns or requirements, hours to be at work, appropriate attire, introduction to people in the company and other topics your company sees as important
* Assist the student with the development of the work experience contract and outline specific job responsibilities
* Provide feedback on the student’s progress regularly and at the end of the experience
* Allow for on-site visits by the instructor
* Notify the instructor of any changes to, or concerns about employment (e.g., job responsibilities, schedules or disciplinary issues)

## COOPERATIVE WORK EXPERIENCE CONTRACT/EDUCATION AGREEMENT

This agreement outlines the responsibilities of the work site supervisor, the student, and the cooperative education coordinator. The agreement should be constructed by the student and the employer to tailor the agreement for learning outcomes and employer needs. The agreement should identify the student’s dates of employment, hours, desired job activities and wage if appropriate. As part of the agreement, a training plan is developed and included. The training plan outlines the goals and activities of the experience. The list should include skills the student needs to acquire and/or practice and concepts the student needs to understand and apply. Goals and objectives should relate directly to classroom work and career development activities which the cooperative work experience supports.

## ORIENATION

If the employer hasn’t provided orientation, it is the student’s responsibility to obtain the following information:

* What is the company’s primary goal / mission statement?
* What products or services does your company provide?
* How is the company organized?
* Who are the key staff, managers, etc.?
* What are the company policies (confidentiality, safety, required attire, etc.)?
* What safety equipment or personal protective equipment is needed?
* What to do in case of an emergency?

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| SUMMARYWorking Together to Build a Better Tomorrow *“Alone we can do so little; together we can do so much.”* *– Helen Keller*Combining on-the-job, practical field experience with academic studies, Cooperative Work Experience (CWE), offers students a chance to extend the classroom into a work setting. CWE can be paid or unpaid, and result in graded academic credit for students.Cooperative Work Experiences require a working relationship among the student, the employer, and the instructor. *Klamath Community College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.**The institution, and each individual who represents the institution, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, foregoing characteristics, or because of their association with a person or group with one or more of these actual or perceived characteristics.*  |