



COOPERATIVE WORK EXPERIENCE EDUCATION FACT SHEET 2015-16

Cooperative Work Experience Education (CWEE) combines on-the-job experience with limited classroom instruction. It is designed to expand students' skills and knowledge, and to improve self-understanding by integrating classroom study with supervised work experience.

CWEE is based on the principle that well educated individuals develop most effectively through the incorporation of related education and work experience. By monitoring structured work experiences in business, industry, government and human services settings, LATTC provides enrichment to college studies which enhance the student's total development.

In the Cooperative Work Experience Education program, individual students' educational objectives are carefully planned and coordinated between the College and employer to ensure a positive and realistic employment experience.

Cooperative Work Experience Education has the following objectives:

- To provide opportunity for the student to secure employment on a part-time or full-time basis.
- To gain realistic work experience that is meaningfully related to the student's college study program.
- To provide the student the opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

A student enrolled in Cooperative Work Experience Education:

- Has the opportunity to learn or improve employment skills under actual working conditions.
- Gains perspective on career goals through application of classroom theory to "real life experience."
- Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
- Has opportunities to test personal abilities in work environments.
- Has a more realistic approach to the Job market.
- May refer to work experience education in future job applications.
- Benefits financially while learning, and can begin a career earlier.

How do I qualify? Students must be working, interning, or volunteering during the semester enrolled in CWEE; work may be paid or unpaid. Students must have new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Students must have on-the-job learning experiences contributing to their occupational or educational goals, and have approval from the CWEE instructor for participation.

How are grades calculated? Grades are determined by the CWEE instructor through assessment of both homework assignments given and work performance evaluated by the student's employer/supervisor. The CWEE instructor will consult with both the student and their employer/supervisor for final grade determination.

How many hours of work are required for a class?

- *General Work Experience Education* (Coop Ed 395 = 3 units):
 - o Paid work requires 225 hours
 - o Unpaid volunteer work requires 180 hours
- *Occupational Work Experience Education* (Coop Ed 941 = 4 units):
 - o Paid internships/work requires 300 hours
 - o Unpaid internships/volunteer work requires 240 hours

Should I enroll in Coop 395 (General Work Experience) or Coop 941 (Occupational Work Experience)?

- *General Work Experience Education* is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience **need not be** related to the students' educational goals (i.e. career path/major program of study).
- *Occupational Work Experience Education* is supervised employment extending classroom based occupational learning at an on-the-job learning station **relating to** the students' educational or occupational goal (i.e. career path/major program of study).

Are the units transferrable?

- Yes. CWEE units are transferrable to the California State Universities (please consult with your academic counselor).

Student Responsibilities:

- Students are responsible for notifying the CWEE instructor/office of any changes regarding:
 - o Employment
 - o Supervisor
 - o Phone number
- Students are responsible to drop the CWEE course if they are not qualified to enroll (i.e. working, interning, or volunteering)

Required Documents:

- Students are required to submit *Required Documents* to the CWEE instructor. These documents are:
 - o Application
 - o Agreement (with Student Learning Objectives)
 - o Time sheet

What will it cost?

California residents: The enrollment fee is \$46 per unit

Out-Of-State Residents

\$215 per unit + enrollment fee of \$46 per unit = \$261 per unit (Effective 2014-2015)

Foreign Citizens

\$215 per unit + the enrollment fee of \$46 per unit = \$261 per unit plus a \$25 SEVIS fee

Other fees include:

- Associated Student Fee - (optional)
 - \$10 per semester (Fall or Spring)
 - \$3 per semester (Winter or Summer)
- Student Representation Fee – \$1.00
- Health Services
 - \$11 per semester (Fall or Spring)
 - \$8 per semester (Winter or Summer)
- ASO- \$7.00
- Parking Fee
 - \$10.00 (Winter/Summer)
 - \$20.00 General (Spring/Fall)
 - \$27.00 Preferred (Spring/Fall)

How do I begin?

- Students may enroll by registering for the appropriate section number listed in the on-line schedule listed under Cooperative Education. You may enroll in the course by adding it on-line as you enroll for your regular classes.
- Contact the CWEE instructor to obtain the Enrollment Packet

For More Information:

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