



Cooperative Work Experience (CWE)
Community Center – Advising & Career Services
(503) 594-3511 | cwe@clackamas.edu
www.clackamas.edu/cwe

COOPERATIVE WORK EXPERIENCE AGREEMENT

Instructions: This is a formal agreement between the Employer/Site Supervisor, the college, and the student. All of the information requested and signatures on the agreement are required.

Student: Submit completed form to your CWE Instructor before starting your CWE.

STUDENT INFORMATION

STUDENT NAME

STUDENT ID #

PROGRAM OF STUDY

PHONE

E-MAIL

CWE SITE INFORMATION

CWE SITE (COMPANY/AGENCY NAME)

SITE SUPERVISOR (FIRST & LAST NAME)

COMPANY ADDRESS

CITY

ZIP CODE

SUPERVISOR'S PHONE

SUPERVISOR'S E-MAIL

TRAINING START DATE

TRAINING END DATE

HOURS/TERM

OF CREDITS

TERM (SU, FA, WI, SP)

STUDENT JOB/CWE POSITION TITLE

CWE INSTRUCTOR INFORMATION

CWE INSTRUCTOR NAME

PHONE

E-MAIL

SEE TERMS AND CONDITIONS (on page 2)

TERMS AND CONDITIONS

A. The **Student/Employee** agrees to:

- be enrolled in a Clackamas Community College program which offers Cooperative Work Experience;
- interview and secure a job approved by the program instructor and related to his/her area of study;
- register for the appropriate number of credits in the CWE class and register for a CWE seminar;
- work the required number of hours during the term in relation to the number of credits requested;
- develop a set of learning outcomes in conjunction with the CWE instructor and the employer;
- immediately inform the CWE instructor of any problem or changes in job responsibilities;
- abide by the regulations and policies of both the employer and the CWE program;
- complete all assignments associated with the CWE Seminar.

B. The **Employer** agrees to:

- provide a work based learning experience for the student which meets the learning outcomes;
- designate an individual as the Supervisor to orient, train, monitor, and evaluate the student, and to serve as a liaison between the employer and college;
- host the student for at least the minimum number of hours specified on front;
- provide worker's compensation insurance coverage and pay a salary which is consistent with the employer's practices and policies for paid positions;
- involve the student with work based learning without regard to age, race, sex national origin, religion, disability, color, parental status, or marital status;
- be in compliance with OSHA regulations and orient student to company safety policies;
- notify the CWE instructor or the CWE Office immediately of any change in the student's job duties and/or work supervisor;
- provide feedback to the student on their work performance throughout the term;
- evaluate the student at the end of the term on a form provided by the CWE instructor;
- reserve the right to discharge the student for just cause with proper consultation with the CWE instructor or the CWE Office;
- assume all liabilities associated with hosting the student;
- defend and indemnify College and the College's agents, employees and volunteers against any claim for property damage or bodily injury arising out of hosting the student.

C. The **College** agrees to:

- provide a CWE instructor to assist the student in the development of learning outcomes;
- provide a CWE instructor to monitor the progress of the student via visits to the worksite;
- determine a grade and award college credit for successful job performance and completion of related assignments;
- provide related classroom instruction in the student's field of study;
- notify the employer if the student withdraws from the CWE program and/or the college;
- provide worker's compensation insurance coverage for non-paid positions.

By signing below the employer, student, and the CWE instructor at Clackamas Community College agree to the terms and conditions.

Student Signature: _____ **Date:** _____

Site Supervisor Signature: _____ **Date:** _____

CWE Instructor Signature: _____ **Date:** _____