

Treasure Valley Community College – Business Dept.

COOPERATIVE WORK EXPERIENCE



STUDENT GUIDE

Getting Started

Cooperative Work Experience (CWE) is an internship program which offers students the opportunity to earn college credit by working in a position directly related to your program of study. CWE offers expanded learning experiences through exposure to actual work situations, organizational relationships, equipment, and techniques that cannot be duplicated in the classroom.

How to Determine Credits

The number of credits earned depends on the number of hours work in a term. You must accumulate 36 hours per credit in a term.

# of Credits	Hours worked per week	Total Hours Per Term
6	19-20 hours	216 hours
5	16-17 hours	180 hours
4	13-14 hours	144 hours
3	9-10 hours	108 hours
2	6-7 hours	72 hours
1	3-4 hours	36 hours

How to Prepare for CWE

1st - Meet with an Advisor

- For help determining which CWE course to take for your program.
- To learn about prerequisites needed for CWE.
- Plan out which term(s) to complete your CWE.

2nd - Meet with CWE Instructor

AT LEAST 1 TERM BEFORE YOU PLAN TO DO YOUR CWE

- Discuss CWE requirements and career goals.
- Determine the # of credits to take.

3rd - Find a CWE Site

- If you have a current job related to your program, get this approved by your CWE Instructor.
- If you do not have a CWE site, search for one with the assistance of your CWE Instructor.

CWE Instructor – BA 280

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Role of the CWE Instructor

- Assist you with developing learning outcomes.
- Monitor your progress during the term.
- Assign your grade at the end of the term.