

# Treasure Valley Community College – Business Dept.

## COOPERATIVE WORK EXPERIENCE



### STUDENT GUIDE Requirements

#### Complete Required Form

Complete the CWE Learning Outcomes and Work Agreement form and to your CWE instructor **before** your CWE start date:

1<sup>st</sup> – Meet with your CWE instructor to initiated the CLOWA form and obtain your instructor’s signature.

2<sup>nd</sup> – Meet with you site supervisor to agree upon 3-5 learning outcomes and obtain your supervisor’s signature.

3<sup>rd</sup> – Return the completed form to your CWE instructor. (Be sure to retain a copy of the completed form for your records.)

This form is available on your BA 280 Blackboard Site.

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#### During the Term

**Record hours on your Timesheet**

Track total hours worked for each week on the CWE Student Timesheet. Have your supervisor initial each week, as verification.

**Begin CWE Blackboard course**

Send an email to dbell@tvcc.cc if you do not have access to the BA 280 Blackboard course and you are a registered student in the course.

**Site visit**

Your CWE instructor will arrange a site visit with you and your supervisor.

**Notify your instructor**

If there are changes to your work schedule or if you have any questions, concerns or issues with your CWE.

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#### Due at End of Term

**Evaluation**

Have your site supervisor evaluate your performance (learning outcomes & workplace skills) on your Learning Outcomes and Work Evaluation Form. Submit your completed evaluation with supervisor signature to your CWE instructor.

**Timesheet**

Turn in your timesheet to your CWE Instructor at the end of the term with the appropriate site supervisor initials and your signature. Submit in person or via Blackboard course.

**CWE Course Report**

Submit your CWE course report through the BA 280 Blackboard course.

*CWE Instructor – BA 280*

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