

Cooperative Work Experience Employer Guide

For General CWE Questions, Contact: Jeanine Henriques, CWE Coordinator

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Questions and Answers...

What Is Cooperative Work Experience?

- A program that awards college credit for on-the-job training, paid or unpaid.
- A means for local employers to help RCC stay connected to workforce trends and to meet workforce needs.
- A coordinated effort between the college, students, and employers.
- A way for potential job applicants to be trained exactly to fit employer needs.

How Can I Benefit?

- CWE is a capstone course in a student's course of study. This means they will come to you with a relevant skill set. Please note that this may be a student's first job experience in this field.
- Students who participate are motivated workers. Many are adults working on career changes
- Students earn a grade for the work they do for their employer
- Employers can get extra help for their business at no extra cost.
- Employers can screen potential employees while they work.
- RCC provides Workers' Compensation coverage for **unpaid CWE placements**.
- There is no obligation to hire the student, although many employers do

What Is My Role?

- To have a supervisor present while students are at work.
- Allow students to follow a training plan you help design.
- Give feedback to the student and the CWE instructor as the training proceeds.

How Many Hours Can Students Work?

- This varies with the student's program.
- 33 hours of work equals 1 RCC credit of CWE. Hours should be completed by the last day of the term.
- Students can work for credit outside the start or end of a term with special arrangement.
- Some programs allow more time to complete, especially for complex training assignments.

How Are Students Screened?

- Employers complete a questionnaire stating their needs.
- RCC will promote your training site to qualified students.
- Employers interview students just as they would any potential employee.

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How To Get Started...

- Fill out the attached questionnaire. Send the information to Jeanine Henriques, CWE Coordinator.
- The CWE Instructor will screen and refer students as they become available. Interview potential trainees as you would potential employees.
- Meet with the instructor and student to complete necessary forms and assist with development of learning objectives.
- Allow your students to work their schedules around their class times.

How To Get Workers' Compensation Coverage...

- If the student's CWE is unpaid, RCC pays the Workers' Compensation coverage each term.
- Workers' Compensation coverage is the responsibility of the employer if the student's CWE is paid.
- Workers' Compensation coverage is only in effect once the student is registered for CWE credits.

How To Help Students Learn At Your Worksite...

- Discuss the "Work Ethic & Professional Presence Guidelines" with students during the first week of the work experience. Share your expectations with students.
- Give work assignments that relate to the students' learning objectives.
- Keep students regularly informed on their progress.
- Call the CWE Instructor immediately if you experience any concerns or if you have questions.
- The CWE Instructor will contact you periodically to help monitor the students' progress.

We appreciate your support of RCC student's learning process. We believe there will be a mutual benefit for you, the college and the student.