

Checklist for CWE Employers

- Contact is made with CWE office.**
- Contact is made with CWE instructor.**
- Contact is made with CWE student.**
- Worksite is agreed-upon for CWE.**
- CWE Agreement Packet is completed.**
 - Student, employer, and RCC work together to complete paperwork and finalize learning objectives.**
- Completed CWE Agreement Packet is submitted to CWE office.**
- CWE office registers credit(s) and notifies student when complete.**
- Student works agreed-upon hours.**
 - Assignments are completed and submitted as part of the grading process.**
 - Time sheets must be submitted to verify time worked.**