



### Student Checklist

CWE Agreement—Page 5

Student Name: \_\_\_\_\_ RCC ID: \_\_\_\_\_ Term: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Company Phone: \_\_\_\_\_

*As a Cooperative Work Experience student through Rogue Community College, my initialing of each item below indicates my acceptance of my responsibilities to the program.*

\_\_\_\_\_ I understand that I need to be registered for CWE credit(s), having turned in my completed CWE paperwork (Agreement, Learning Objectives, Workplace Ethics) before beginning training at my site.

\_\_\_\_\_ I understand that for every CWE credit, 33 hours of work experience are required. It is my responsibility to keep accurate record of my cumulative hours worked by completing the CWE timesheets. Timesheets are to be turned in to my CWE Instructor as stated in the CWE course syllabus.

\_\_\_\_\_ I understand that it is my responsibility to fulfill the requirements of this course as stated in the CWE course syllabus. There will be written assignments required by my CWE instructor such as weekly journals and final papers in addition to the hours I work at my site. (See course syllabus.)

\_\_\_\_\_ I understand that I am entitled to work in a safe environment, and need to alert my CWE Instructor immediately if I have any safety concerns, including harassment. If asked to perform an activity which I feel may be unsafe, as an unpaid CWE student I can refuse. If an injury occurs while on my jobsite, it is my responsibility to inform my training supervisor, CWE Instructor, and the RCC Human Resources (541) 956-7025 immediately.

\_\_\_\_\_ I understand that I am representing RCC and need to maintain professional presence at all times. (See CWE Workplace Ethics form for details.)

\_\_\_\_\_ It is my responsibility to ask my site supervisor if there are any printed materials available outlining codes of conduct and/or company policy, and to adhere to them.

\_\_\_\_\_ It is my responsibility to inform my CWE Instructor immediately of any problems I am having at my training site.

\_\_\_\_\_ I understand that I am required to adhere to all RCC Code of Conduct Standards as outlined in the Student Rights, Freedoms, and Responsibilities document.

\_\_\_\_\_  
Student (Signature)/date