

Central Oregon Community College
Manufacturing and Applied Technology Center
MFG 280
COOPERATIVE WORK EXPERIENCE
GUIDE FOR STUDENTS



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What is Cooperative Work Experience?

Cooperative Work Experience (CWE) at the Manufacturing and Applied Technology Center (MATC) is a required part of your curriculum on the path towards a two year Associates in Applied Science degree in Manufacturing Technology. It is the means to translate classroom experiences into the work environment.

CWE students work as temporary part-time or full-time employees, earning academic credit for knowledge & skills acquired on the job. Students can earn up to three credits based on the number of hours worked.

Why is CWE important?

- CWE gives you a chance to “test drive” your career choice.
- Any income earned in CWE work can help you offset the cost of your education.
- CWE experience makes the student better prepared for employment after graduation.
- You will:
 - Improve resume writing, job searching and interview skills
 - Apply academic knowledge to real life work situations, increase skill level and demonstrate mastery of skills to future employers
 - Gain practical experience in your field prior to graduation, enabling you to confidently compete with other qualified candidates after graduation
 - Learn to work as a member of a team to achieve company or business goals

When should I take MFG 280?

Ideally you take the class in the last few terms before you graduate. This allows you to leverage the skills you have developed at the MATC. It also allows the employer to see how well you fit with their company as well as you getting to decide if you would like to work for them in the long term. CWE can even turn into permanent employment.

What do I have to do before I register for MFG 280?

1. In the term prior to registering for this class, students are advised to contact the Instructor and obtain a list of qualified CWE Employers. (Students may approach a prospective company regarding CWE but they cannot earn college credit unless the company has been approved by the MATC. Provide your instructor with the company's contact information and they will be reviewed for approval.)
2. When a participating CWE company identifies positions that they wish to fill, they create a position request and send it to the Director of the MATC. Students seeking CWE positions will be referred to the employer based upon the company's requirements. The company may screen the student according to whatever methods are used by the firm in their hiring process including any necessary drug or restricted substance tests.
3. Once you are offered a position, a CWE Agreement will be prepared and you may register for MFG 280 for the term that you expect to be working. Since some assignments won't align perfectly with our 10 week calendar, students may begin a CWE assignment in the middle of one term and finish during the next term. In this event, late registration fees will be waived so you can start when it best fits your assignment.

What is a Cooperative Work Experience Agreement?

This is an agreement between you, your MATC instructor and the CWE employer (blank form included in this guide). It covers details such as:

- What fields of study will the position involve (welding, machining, quality etc)?
- What work will you be expected to do (job description)?
- What will the specified number of work hours per week and duration be?
 - Work hours can be flexible according to the student's and employer's needs. You may work part time in conjunction with other COCC coursework or if all parties agree, you may take a full time temporary assignment with the employer. The employer usually agrees to provide you with enough hours (typically 90 hours minimum over a 10 week term) to meet minimum requirements for the 3 credit course.
- Will the position be Paid (or Unpaid)?
 - Wages paid for CWE employment are usually agreed upon between the employer and you at the time of hiring and generally reflect new hire wages as offered by that firm. However, certain federal and state programs restrict student financial aid eligibility if you are employed. Therefore there can be circumstances where you may elect to not be paid while a part of this class.
- Are there any expenses that you will be responsible for (Personal Protective Equipment, personal tools, etc)?
- What confidentiality agreements (if any) are required between you, COCC and the company?
- Definition of any other miscellaneous requirements.

Other Student Compensation Issues

1. Normal expenses related to employment (taxes, workman's compensation, etc) are paid by the employer in the same manner as any other temporary employee would be. However, an exception exists for unpaid students. COCC will place an unpaid student on COCC's workman's compensation so that the student and company are properly protected from workplace injury claims.
2. Unemployment insurance is normally not provided as you are not generally eligible for unemployment at the end of their assignment unless you were already employed by the company prior to starting your CWE assignment.

What Happens If I Get Fired or Laid Off?

If you get fired/dismissed/laid off from your CWE assignment, you must inform your MATC instructor immediately. Depending on the circumstances, you may be able to obtain partial credit for the work already completed or you may have to drop the course and retake it at a future time when another assignment is obtained.

Responsibilities While on a CWE Assignment

1. YOU are responsible to attend their work assignment on the schedule assigned by the employer.
2. YOU must comply with all employer safety and work rules, and supervisor assignments provided that they are within the scope of the CWE Agreement.
3. YOU must complete a Weekly Timecard Report (copy included in this guide), obtain supervisor's approval and submit it to your MATC instructor at the end of each week of your assignment.
4. At the conclusion of their course, YOU are required to write a 3-5 page paper about your CWE assignment. Note- The employer has the right to review your paper for to insure business sensitive information is not disclosed. The report should include:
 - A description of your responsibilities.
 - How you were able to apply your classroom learning to the work that you were assigned.
 - What additional skills do you feel would have been helpful to you on this assignment?
 - What unexpected thing did you learn while on your assignment?

At the conclusion on your work assignment, the MATC asks the student's supervisor to review the student's work performance using a school provided evaluation form (included in this guide) and return it to the instructor for inclusion in the student's class portfolio.

CENTRAL OREGON COMMUNITY COLLEGE
Manufacturing and Applied Technology Center
MFG 280 Cooperative Work Experience Agreement

Today's Date:		Term:		Year:	
Student Name		Student ID		Major	
Student Mailing Address		City	State	ZIP Code	Home Phone Number - -
MATC Instructor		Phone Number - -	Start Date	Completion Date	Number of Credits
Course Number MFG 280	Section Number	Previous CWE Credits	Type of Work Experience		

Wage **Unpaid** **Worker's compensation paid by** employer COCC

If an injury occurs while on the job, a SAIF form must be completed and returned to the MATC Instructor within five days.

WORK SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Scheduled							
Hours							

EMPLOYER/SUPERVISOR INFORMATION

Company/Agency Name (Print)	Supervisor's Name	Title
Address	Phone - -	Student's Job Title

Each term that a student is enrolled in the Cooperative Work Experience Program, it is necessary that the college helps the student determine what new or expanded responsibilities or learning opportunities are possible on his/her job. The learning objectives enable the MATC Instructor to determine the learning value of the student's work experience and should describe specific measurable competencies. The objectives will be reviewed with the work supervisor. At the end of the term, the student/employee and the supervisor will be asked to evaluate the level of attainment of each objective.

Work Period _____

Objective 1	Date
Objective 2	
Objective 3	
Objective 4	

In compliance with the Federal Family Education Rights and Privacy Act of 1974, I authorize release of school records and other records maintained by the Cooperative Work Experience Office and Personnel in connection with the Cooperative Work Experience program. It is understood that such information will be discussed only with a potential employer, and that such employer will be enjoined from releasing this information to any third party.

Are there any physical limitations/health problems an employer should be aware of? none; yes:

I agree that I will receive Cooperative Work Experience credit upon completion of the work experience requirements in accordance with college policy. I will keep my MATC Instructor informed of my work activities and consult with him/her prior to changing my work status. I realize that if placed in this CWE position by the college, I will not be able to file an unemployment claim against my employer at the end of the placement unless I was already an existing employee when I entered the program.

Student's Signature _____ **Date** _____

I agree to work with this Cooperative Work Experience student in accordance with company rules and regulations. If any question should arise, I will contact the MATC Instructor. As the supervisor of the student, I will complete a training plan and evaluate the progress of the student. This firm is an Equal Opportunity Employer. Students in this program will be accepted and assigned work without regard to their race, color, religion, sex, age, marital status, national origin, veteran status (disabled or Vietnam era) or a mental or physical disability. There is no commitment for full-time employment at the end of this work experience.

Employer's Signature _____ **Date** _____

The MATC Instructor will provide the necessary supervision and counseling to insure that the maximum education benefit may be achieved for the student's work experience. The college will award academic credit for work successfully accomplished. It is the policy of COCC that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, parental status, religion, national origin, age or disability in any educational programs, activities, or employment.

MATC Signature _____ **Date** _____

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Cooperative Work Experience Roles

Cooperative education is a learning strategy designed to enhance a student’s knowledge, personal development, professional development, and professional preparation by integrating academic study with practical experience

MATC Instructor Roles	Student Roles	Employer Roles
screens students to assure readiness to participate in work experience program	works in a position relevant to the degree field	cooperates with student to arrange mutually convenient work hours
works with students to obtain place of employment for CWE training	works specified number of hours for registered program required credits	develops a training plan indicating tasks to which the student will be exposed
approves all work stations for appropriateness to program goals	submits weekly time reports to the MATC Instructor	provides orientation to the policies, procedures, and specific tasks
arranges for signing of CWE agreement documents	establishes regular hours of work and deviates from those hours only with prior consent of employer	maintains the same work standards for student as for regular employees
maintains files of student reporting forms	notifies employer well in advance when an absence or tardiness is unavoidable	offers analysis, constructive criticism, and praise of work performance throughout training period
meets periodically with employer to monitor student progress	cooperates fully with employer and members of employer’s staff	completes formal evaluation and reviews with student near end of training period
arranges for worker’s compensation coverage through COCC if student is unpaid	asks for assistance when needed, gives accurate information to the public	supervises student during work hours
	attempts to perform high quality and quantity of work	assigns a variety of task to expose student to many aspects of company/industry; gives increased responsibilities as the training period progresses and student abilities are demonstrated
	conserves supplies and respects equipment	
	treats as confidential all information about the business	
	communicates with employer and/or MATC Instructor concerns regarding the training	
	meets with employer and MATC Instructor near end of training to review evaluation	
	approaches the CWE training with the same intensity as if it were permanent employment	

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Weekly Timecard Report

Please email form to MATC Instructor with E-mail subject "CWE Timecard __ (Student name) __ Date(MM/DD/YYYY)

Name: _____ **Week Ending:** _____

Employer: _____ **Supervisor:** _____

Hours Worked:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total hours worked this week: _____

Jobs performed:

New jobs or procedures learned this week:

Challenges encountered this week:

Other comments:

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Work Internship Appraisal Of Employee Performance

Supervisor- Please send this directly to the student's MATC instructor for inclusion in the students portfolio for this class.

STUDENT: _____

PLACE OF EMPLOYMENT: _____

Use this form to appraise each student employee. For each factor, select the group of words which best describes your judgment of the employee and circle the point value for that group. Comments on each category may be made as appropriate. This form should be discussed with the student employee. The student employee will then return the form to the faculty coordinator.

<p>A. QUALITY OF WORK</p> <p>Consider accuracy, attention to details, neatness of work, thoroughness, and the avoidance of repetition of errors</p>	<p>15 14 13 12</p> <p>Consistently high quality</p>	<p>11 10 9 8</p> <p>Above average</p>	<p>7 6 5 4</p> <p>Passable</p>	<p>3 2 1</p> <p>Poor quality; below standard</p>
<p>B. RELIABILITY—FOLLOW THROUGH</p> <p>Can be "counted on" to complete work on schedule; follows job through to completion</p>	<p>15 14 13 12</p> <p>Can always be counted upon</p>	<p>11 10 9 8</p> <p>Usually completes assigned work on own</p>	<p>7 6 5 4</p> <p>Unpredictable performance; need to keep on top of student's work</p>	<p>3 2 1</p> <p>Needs constant reminding and follow up</p>
<p>C. QUANTITY OF WORK</p> <p>Volume, amount of output, speed with which work is done</p>	<p>15 14 13 12</p> <p>Large volume</p>	<p>11 10 9 8</p> <p>Good volume</p>	<p>7 6 5 4</p> <p>Average volume</p>	<p>3 2 1</p> <p>Below average</p>
<p>D. DEPENDABILITY</p> <p>Consider attendance, punctuality, appropriate notice of tardiness or absence</p>	<p>15 14 13 12</p> <p>Excellent record</p>	<p>11 10 9 8</p> <p>Occasionally late or absent</p>	<p>7 6 5 4</p> <p>Frequently late or absent</p>	<p>3 2 1</p> <p>Undependable; absent or late without notice</p>
<p>E. INITIATIVE</p> <p>Regularly finds what needs to be done and does it; takes initiative to learn new jobs.</p>	<p>15 14 13 12</p> <p>Finds work and does it; never sits idle</p>	<p>11 10 9 8</p> <p>Occasionally does more than expected</p>	<p>7 6 5 4</p> <p>Average amount of initiative</p>	<p>3 2 1</p> <p>Shows little initiative; does minimum needed</p>

F. COOPERATION—TEAMWORK	15 14 13 12	11 10 9 8	7 6 5 4	3 2 1
Willing to "dig in" to carry peak loads; promotes goodwill with co-workers	Willingly works with and for others	Helpful, beyond regular duties	Helps out, if asked	Cooperates reluctantly
G. PERSONALITY—ATTITUDE	15 14 13 12	11 10 9 8	7 6 5 4	3 2 1
Shows sincere enthusiasm for work; optimistic; positive; cheerful; friendly; polite; tactful; poised; favorable represents company	Unusually fine attitude	Generally has good attitude	Some good days, some bad days	Poor, negative attitude
H. JUDGMENT—COMMON SENSE	15 14 13 12	11 10 9 8	7 6 5 4	3 2 1
Plans a routine for completing work; uses tact in dealing with others; uses logical thought processes; utilizes time wisely; sets appropriate priorities	Justifies utmost confidence	Usually uses good judgment; usually is organized	Average; needs a little more experience	Doesn't "think"
I. FLEXIBILITY—ADAPTABILITY	15 14 13 12	11 10 9 8	7 6 5 4	3 2 1
Quick to accept changes; adjusts readily to interruptions in work; works well under pressure; learns fast	Learns quickly; very flexible; handles pressure well	Average	Slow to learn; resists change	Unable to learn; falls apart under pressure
J. PERSONAL APPEARANCE—WORK STATION	15 14 13 12	11 10 9 8	7 6 5 4	3 2 1
Presents an appropriate, well-groomed appearance; keeps work station outstandingly neat and organized	Always presents best impression	Usually concerned	Passable; needs some improvement	Does not meet our standards

COMMENTS:

SUPERVISOR _____ DATE _____

STUDENT EMPLOYEE _____ DATE _____