

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



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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 our student's 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.

## ***A Win – Win Scenario***

For Students:

- CWE gives the student a chance to “test drive” their career choice.
- Any income earned in CWE work can help students offset the cost of their education.
- CWE experience makes the student better prepared for employment after graduation.

For Employers:

- CWE allows a manufacturer to employ the student and determine if he/she is a viable candidate for current / future openings at their firm.
- CWE students can act as a source for temporary employees to help overcome worker shortages caused by vacations or other issues.
- CWE students reduce cost for insurance and other benefits associated with regular employees.
- CWE students can provide assistance to staff involved in special projects or high workloads.
- Positive CWE experiences can lead to positive community perception of the employer in the community.

## ***How Does A Company Participate In CWE?***

1. Interested companies can contact the MATC at the phone number listed on the front cover of this document; Sometimes MATC will contact companies to see if they are willing to participate in our CWE program. Note: Students may also approach a prospective company regarding CWE but the student cannot earn college credit unless the company has been approved by the MATC.
2. Once contact has been made, MATC will arrange a visit to the Employer's facility to review and approve their business as a CWE participating company. The employer will be asked to sign a Memorandum Of Understanding (MOU) with the MATC outlining the roles of each party in the CWE program (an example MOU is included in this document)
3. When the company identifies CWE positions that they wish to fill, they create a written position request and send it to the director of the MATC for posting. Guidelines for position information are provided in this document.
4. Qualified Students will be referred to the employer based upon the company's requirements. The company may screen the student according to whatever interviewing or other methods are used by the firm in their hiring process including any necessary drug or restricted substance tests.

## ***Company Responsibilities***

To make participation in CWE easier for the employer, there are only four simple requirements we ask of the company once a CWE Student is hired by the company under the program:

1. We ask that the company help the student create their CWE Agreement. This agreement outlines the expectations of the all parties in the training experience. It must be signed by the appropriate MATC instructor, Employer Representative, and the Student. (A sample agreement form is included in this packet)
2. The student must have a supervisor assigned to them for the duration of their employment and the assigned supervisor must have adequate time to supervise the student and report any difficulties to the CWE instructor.
3. The employer agrees to provide the student with enough hours (typically 90 hours minimum over a 10 week term) to meet minimum requirements for credit. Work hours can be flexible according to the student's and employer's needs. The student may work part time in conjunction with other COCC coursework or if all parties agree, the Student may take a full time temporary assignment with the employer.
4. At the conclusion on their work assignment, the MATC asks the student's Company Supervisor to review the student's work performance using a school provided evaluation form and return it to the instructor for inclusion in the student's class portfolio.

## ***Student Responsibilities***

1. Students are responsible to attend their work assignment on the schedule required by the employer provided that they do not conflict with any other COCC classes as agreed to in the CWE Agreement.
2. Students must comply with all employer safety and work rules, and supervisor assignments provided that they are within the scope of the agreed upon CWE Agreement.
3. During the term of the student's employment, he / she will be required to maintain a Weekly Timecard Report (copy included in this packet, obtain their supervisors' signature and submit the report to their instructor as proof of work.
4. At the conclusion of their course, the student is required to write a 3-5 page paper describing the work they were assigned and their impressions of their work experience. Note- The employer has the right to review the student's paper prior to submission to the college to insure business sensitive information is not disclosed inappropriately.

## ***Student Compensation***

1. **Paid vs. Unpaid Positions:** Wages paid for CWE employment are normally agreed upon between the employer and the student at the time of hiring and generally reflect new hire wages as offered by that firm. However, certain federal and state programs can restrict a student's financial aid eligibility if they are employed. Therefore, there can be circumstances where the student may choose to accept an unpaid position while a part of this CWE class.
2. **Worker's compensation:** For students accepting an unpaid position, COCC will place the unpaid student on the schools worker's compensation so that the student and company are properly protected from workplace injury claims. The MATC Instructor will provided the necessary forms to the student for this situation. For students paid for their employment experience, the employer is responsible for the cost of worker's compensation insurance.
3. **Other expenses:** Normal expenses related to employment (such as Federal / State taxes, FICA etc.) are paid by the employer in the same manner as any other temporary employee. Unemployment insurance is normally not required by the state as the student is not eligible for unemployment at the end of their assignment unless they were already employed by the company prior to starting their CWE assignment.

## ***Design of the CWE Work Experience***

So that a student who participates in CWE has a meaningful experience, each work assignment must be documented in the CWE work agreement and have learning objectives that meet the approval of the responsible MATC instructor. The acceptability of the assignment is judged on the following criteria:

1. The learning objectives must be directly related to the student's field of study.
2. The learning objectives must extend classroom principles into real world on-the-job training.
3. The learning objectives should challenge the student's initiative and creativity.
4. Learning objectives should increase in complexity and responsibility over the period of the course.

## ***CWE Position Request Guidelines***

When submitting a request to the MATC director for a CWE student position, please include the following information in a written document (Email or Word document preferred) :

- What field(s) of study will the position involve (welding, machining, quality etc)?
- What work will the student be expected to do (job description)?
- How many students will the employer be looking for?
- What will the specified number of work hours per week be?
- What will be the duration of the assignment?
- Will the position be considered part time or full time temporary employment?
- Can the student have a flexible schedule to work around other classes or not?
- What will the rate of pay be?
- What hiring / screening process will be required? Drug screening?
- Any expenses that student will be responsible for (Personal Protective Equipment, personal tools, etc)?
- What confidentiality agreements (if any) are required between the Student, COCC and the company?
- Definition of any other miscellaneous requirements.

## CENTRAL OREGON COMMUNITY COLLEGE

### **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**

<b>MATC Instructor Roles</b>	<b>Student Roles</b>	<b>Employer Roles</b>
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	

# ***CWE Employer Memorandum of Understanding***

This document establishes a Memorandum of Understanding (MOU) between Central Oregon Community College, Manufacturing and Applied Technology Center (MATC) and

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(Name of Business)

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(Address of Business)

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(Telephone Number)

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Company Representative \_\_\_\_\_ Date \_\_\_\_\_ Authorized

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MATC Director \_\_\_\_\_ Date \_\_\_\_\_

The Company named above hereby wishes to participate in a Cooperative Work Education (CWE) program with the MATC for the purpose of aiding Manufacturing Education in Central Oregon. The company intends to engage qualified CWE students in (full time / part time) work assignments for periods of that will be for approximately \_\_\_\_\_ (months) with a minimum of \_\_\_\_\_ hours for the purpose of furthering the student's education.

The company agrees to:

1. specify candidate requirements, work hours and assignments in each student's CWE Agreement that will be signed by a company representative, the student and the responsible MATC instructor;
2. schedule each student with an adequate number of work hours to meet or exceed the minimum number required to grant college credit to the student;
3. provide each student employed with a supervisor and that the assigned supervisor will have adequate time to supervise the student and will report any difficulties to the CWE instructor;
4. at the conclusion of their work assignment, provide CWE students with an appraisal of their work performance using forms provided by the MATC and returning those completed forms to their responsible MATC instructor.

The MATC agrees to:

1. provide the company with qualified students meeting the company's minimum candidate requirements for the CWE assignment.
2. provide all necessary CWE forms to document candidate requirements, work hours and assignments.
3. Provide a responsible MATC instructor as a point of contact between the college and the employer for any issues that may arise.
4. Provide the company with access to any student reports related to their CWE assignment for the purposes of insuring that business sensitive information is not disclosed.



As a condition of their participation, MATC CWE students agree to:

1. to perform the work experiences assigned by the employer according to the company policies and regulations as they apply to regular employees;
2. to report to work punctually, regularly, and will notify the employer or supervisor if he/she is unable to be present;
3. To maintain and complete all college paperwork and obtain all necessary signatures required by the CWE program;
4. maintain high moral standards and uphold the standards of the business, especially confidentiality and honesty.

IT IS FURTHER AGREED that should this MOU become unsatisfactory for any party, it can be dissolved by notifying the MATC director and allowing him/her sufficient time to make arrangements for termination.

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

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

**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
<b>Scheduled</b>							
<b>Hours</b>							

**EMPLOYER/SUPERVISOR INFORMATION**

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

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:

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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** \_\_\_\_\_

**CENTRAL OREGON COMMUNITY COLLEGE**  
**MFG 280 COOPERATIVE WORK EXPERIENCE**  
**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:**

# CENTRAL OREGON COMMUNITY COLLEGE

## ***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:

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SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

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STUDENT EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_