



Cooperative Work Experience (CWE) Agreement—Page 1

CWE OFFICE
Redwood Campus
3345 Redwood Highway
Grants Pass, OR 97527
Phone: (541) 956-7066

Student may NOT begin work at job site until:
1. CWE Agreement and Learning Objectives are received by CWE office. 2. Student registration is complete.

Term: _____ **Date:** _____

Student Name	RCC ID #	Major	CWE Course/Section #
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Mailing Address	City, State, Zip	Phone	Email
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The student named above has permission to register for and will receive _____ credit(s) x 33 hrs. equaling _____ clock hours of Cooperative Work Experience upon successful completion of the training with:

Name of Company	Name of Supervisor/Employer
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Mailing Address	City, State, Zip
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Phone/Extension	Email
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Indicate How Paid (select one):	Workers' Comp. Coverage Provided By (select one):	Student's job title:
<input type="checkbox"/> Employer Wage per hour: _____	<input type="checkbox"/> Employer	
	<input type="checkbox"/> CWE Department (see * under "Employer")	
<input type="checkbox"/> Campus Learn & Earn / Work Study	Special Notes (i.e. start date outside of term):	
<input type="checkbox"/> Unpaid		

STUDENT: I agree to work as shown above to receive CWE credit. I will keep my CWE instructor informed of any change in my work status. 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 in connection with the CWE program. It is understood that such information will be discussed only with a potential employer, and that said employer will be enjoined from releasing this information to any third party.

EMPLOYER: I will train the student as described in accordance with company rules and regulations. This is not intended to be a binding employment agreement; however, should any difficulty arise I will contact the student's Cooperative Work Experience instructor to resolve the issue. **I AGREE TO COMPLY WITH OSHA SAFETY STANDARDS.** The employer agrees to adhere to the nondiscrimination statement below.

***RCC PROVIDES WORKERS' COMPENSATION INSURANCE FOR STUDENTS REGISTERED IN UNPAID CWE CREDITS. IF ANY INJURY OCCURS WHILE ON THE JOB, A WORKERS' COMPENSATION FORM MUST BE OBTAINED FROM THE RCC PERSONNEL OFFICE AT (541) 956-7146, COMPLETED, AND RETURNED TO ROGUE COMMUNITY COLLEGE WITHIN 5 DAYS OF INJURY.**

UNEMPLOYMENT: Under certain circumstances, a student who has been placed in a Cooperative Work Experience position that has a beginning and ending work period may be denied unemployment benefits. Volunteer students are not eligible for unemployment benefits.

In compliance with state and federal laws, Rogue Community College does not discriminate on the basis of race, religion, color, national origin, age, sex, veterans' status, sexual orientation, marital status or disability in employment, or in any of its educational programs, or in the provision of benefits and services to students.

By signing below, all parties agree to the contents of the CWE Agreement (pages 1-4).

Please check here to confirm discussion on Workplace Ethics.

Supervisor/Employer (Signature)	CWE Office Representative (Signature) Phone
Student (Signature)	Instructor (Printed Name) Phone
	Instructor (Signature)



Learning Objectives CWE Agreement—Page 2

CWE OFFICE
Redwood Campus
3345 Redwood Highway
Grants Pass, OR 97527

Phone: (541) 956-7066 Fax: (541) 471-3563

Student Name: _____ RCC ID: _____ Term: _____
 Company Name: _____ Company Phone: _____

ATTENTION Site Supervisor, Student and CWE Instructor:

Your signature on Page 1 indicates agreement with the Learning Goals; in addition, please check box on Page 1 to indicate you have read and agree with the *Workplace Ethics* described below.

<p>LEARNING GOAL #1: The student will meet workplace expectations concerning work ethics and professional presence according to industry standards and the <i>CWE Workplace Ethics</i>.</p> <p>Demonstrate an understanding of the importance of work ethics and a professional presence by adhering to the guidelines on:</p> <ul style="list-style-type: none"> • Reliability • Respect • Problem Solving • Collaboration • Professionalism • Communication • Attitude <p>HOW WILL SUCCESS BE EVALUATED? The on-site supervisor will evaluate the student's work habits based upon the <i>Workplace Ethics rubric</i> on page 3.</p>
LEARNING GOAL #2:
SPECIFIC ACTIVITIES:
HOW WILL SUCCESS BE EVALUATED?
LEARNING GOAL #3:
SPECIFIC ACTIVITIES:
HOW WILL SUCCESS BE EVALUATED?
LEARNING GOAL #4:
SPECIFIC ACTIVITIES:
HOW WILL SUCCESS BE EVALUATED?

Workplace Ethics

CWE Agreement—Page 3

Phone: (541) 956-7066 Fax: (541) 471-3563

Student Name: _____ RCC ID: _____ Term: _____

Company Name: _____ Company Phone: _____

These workplace ethics will be measured according to the rubric below by the CWE Employer during the term. A mid point and end point evaluation form with this rubric included will be completed by the CWE employer.

	Beginning (1)	Developing (2)	Progressing (3)	Advanced (4)
Reliability	Regularly misses class and/or deadlines. He/she cannot be relied upon to follow-through on commitments.	He/she is inconsistently reliable. Attendance can be sporadic. At times, he/she shows potential and initiative.	Attendance and follow-through is consistent. He/she is self-motivated and can be relied upon regularly.	Contributes substantially to learning process both by "showing up" and by encouraging and challenging others to fully participate.
Collaboration	Rarely exhibits a cooperative, interested attitude toward teamwork	Is a cooperative team member, but requires motivation to collaborate and function at a higher level.	Actively participates well in a team environment. He/she shows initiative and develops win-win solutions.	Functions at a very high level as a team player. Is very skilled as team leader in collaboration and handling team conflict/disagreement.
Communication	Does not listen and/or unable to summarize key elements of verbal and nonverbal communication. Does not clearly express thoughts verbally and nonverbally.	Offers "safe" answers to simple questions and occasionally volunteers a response. Student is beginning to develop organized and appropriate verbal and nonverbal responses.	Communicates effectively (both verbally and nonverbally). Actively listens to others without interruption. Student contributes to class discussion by offering thoughts, opinions, and asking appropriate questions.	Skilled at creating an open environment that encourages the flow of information. Verbal and nonverbal communication conveys both substance and intent with high accuracy.
Respect	Does not respect of other's rights, ideas, opinions, and diversity of others	Developing respect of other's rights, ideas, opinions, and diversity of others.	Demonstrates respect of other's rights, ideas, opinions, and diversity of others.	Respects the rights, ideas, opinions, and diversity of others. Encourages others to express viewpoint without judgment.
Professionalism	Student does not take personal responsibility for appearance, behavior, actions, or verbal communication.	Shows inconsistent evidence of ability to manage their behavior or actions, appearance, or verbal communication.	Student takes personal responsibility for their appearance, verbal communication, behavior, or actions.	Accepts full responsibility for own appearance, behavior, and actions. Student is a leader and role model in opportunities in helping classmates mentor and progress in their behavior, communication, and behavior skills.
Attitude	Regularly displays a negative attitude. Is often perceived as pessimistic, self-centered, and/or discouraging.	Attitude occasionally fluctuates between positive/encouraging to negative/pessimistic	Makes a positive impression to those around them. Creates and sustains an attitude that encourages others to do their best.	Demonstrates a positive and encouraging attitude even in the face of adversity. Leads as a role model and shows empathy and compassion toward others.
Problem Solving	Does not attempt to identify, describe, or solve the problem.	Student primarily depends on others to solve problems or identify possible solutions.	Find multiple ways to solve a problem and share the strengths and weaknesses of a solution with a variety of audiences.	Student is a leader that can plan and organize work, reason, and make objective judgments, and keep their mind on several parts of their job.

Source: Rogue Valley Employability Skills Rubric

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) 956-7329 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