

Checklist for CWE Students

- Student has identified need for internship.**
- Contact is made with CWE office.**
- Instructor to oversee CWE is identified.**
- Worksite is identified for CWE.**
- CWE Agreement Packet is completed.**
 - Student, employer, and RCC work together to complete paperwork and finalize learning objectives.**
 - Please note that on-campus CWE sites require extra paperwork (our office will guide you).**
 - Some sites may require a criminal background check or an extra “onboarding” process.**
- Student reviews Workplace Ethics (on CWE Agreement) with CWE instructor.**
 - Assignments, expectations, and recording time worked is discussed.**
- 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.**
- Grade is assigned at end-of term.**