



## Cooperative Work Experience Education (CWEE)

The Cooperative Work Experience Education and Internship program is designed to “Connect College to Careers,” strengthen student learning and improve the likelihood of career success by:

- Engaging students in enhanced on-the-job learning opportunities at their present workplace.
- Providing meaningful paid and unpaid internship opportunities to students of all majors.
- Helping students apply the skills and knowledge acquired in their academic coursework while adhering to generally accepted business principles, standards work ethics.
- Research shows that students who participate in work-based learning programs such as CWEE, Internships and Service Learning, find full-time jobs faster and earn more money than classmates who do not participate.
- Employers offer full-time jobs to nearly 69% of students who had internships with their company.

Students earn elective units by using the community as the classroom and completing independent career related assignments.

For more information, visit our office in STCN-123 on the Valencia campus or call us at (661) 362-3309 or (661) 362-5937.



## Service-Learning Center

We believe students can make valuable contributions to the world as they gain challenging educational experience. We strive...

- to increase community involvement and strengthen leadership skills through direct service,
- to connect community-based work and academic study,
- to build meaningful relationships between members of our college and our community.

Through Service-Learning, College of the Canyons prepares an educated citizenry for service to society, but also makes a deliberate contribution to helping solve significant social problems.

Service-Learning is a fascinating teaching and learning method. Consider learning more about yourself, your learning style, and your community by enrolling in Service Learning this semester.

For more information, visit the Service-Learning Center in the Student Center, STCN, Room 111 on the Valencia campus or call us at (661) 362-3231 or (661) 362-3422.



## COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

(661) 362-3309 FOR GENERAL INFORMATION • (661) 362-5937 FOR INTERNSHIP INFORMATION  
 Office: STCN-123 • E-mail: [cwee@canyons.edu](mailto:cwee@canyons.edu) • Web Site: <http://www.canyons.edu/cwee>

### EARN COLLEGE CREDIT WHILE YOU WORK!

Whether already employed, volunteering, or seeking an internship through the CWEE program, you may be eligible to earn CSU transferable elective CWEE units or apply them to an associate degree while working on-the-job.

Even if you work in a job unrelated to your career goal (General CWEE), you can participate in our program and earn up to 3 units of CSU transferable elective units per semester for the skills you learn on the job. Those students

working within their major (Occupational CWEE), may earn up to 4 units of CSU transferable elective units per semester. Students may also continue our program in future semesters to enhance their on-the-job skills while earning additional CSU transferable elective units. General CWEE students can earn up to a total of 6 units of CSU transferable elective units (3 units per semester), and Occupational CWEE students can earn up to a total of 16 units of CSU transferable elective units (4 units per semester).

### COURSE ENROLLMENT PROCEDURES

1. Student must be working in a paid or unpaid position. (Note: Student can only be enrolled in one CWEE course at a time.)
2. Determine whether you qualify for Occupational Work Experience or General Work Experience. (See below)
3. Determine the number of units to be taken based on the number of hours you will work during the semester. (See below)
4. Look up the appropriate CWEE section number in the schedule of classes and enroll.
5. Attend a mandatory CWEE Orientation (See dates listed on next page).

#### Should I enroll in Occupational Work Experience or General Work Experience?

- **Occupational Work Experience:** To qualify, your college major or career goal and your work must be related.
- Or -
- **General Work Experience:** If your employment is not related to your major, or you have not declared a major at COC, you may enroll in the General Work Experience (GENSTU CWEXP).

Examples:

#### OCCUPATIONAL WORK EXPERIENCE

##### Related

Music Major - *music job*  
 Computer - *computer job*  
 Welding Major - *welding job*

#### GENERAL WORK EXPERIENCE

##### Not Related

Music Major - *food industry job*  
 Computer Major - *entertainment job*  
 Welding Major - *insurance job*

#### OCCUPATIONAL WORK EXPERIENCE ENROLLMENT

Students can register for 1 to 4 units depending on the number of hours worked during the semester and if the work is paid or unpaid.

##### PAID WORK (75 hrs/unit)

Units	Work hrs/sem
1	75
2	150
3	225
4	300

##### UNPAID WORK (60 hrs/unit)

Units	Work hrs/sem
1	60
2	120
3	180
4	240

**GENERAL WORK EXPERIENCE ENROLLMENT**

Students can register for 1 to 3 units depending on the number of hours worked during the semester and if the work is paid or volunteered.

PAID WORK (75 hrs/unit)		UNPAID WORK (60 hrs/unit)	
Units	Work hrs/sem	Units	Work hrs/sem
1	75	1	60
2	150	2	120
3	225	3	180

Upon completion of enrollment in either Occupational CWEE or General CWEE, attend one of the following **Mandatory Orientation sessions** to become familiar with the course requirements and assignments.

**FALL 2011 CWEE ORIENTATION DATES:**

**Valencia Campus**

- Wed., Aug. 31 2:30 - 4:30 pm ALLH - 108
- Tues., Sept. 6 4:30 - 6:30 pm ALLH - 108
- Thurs., Sept. 15 11:30 am - 1:30 pm ALLH - 108
- Sat, Sept. 17 10 am -12:00 pm ALLH - 108
- Mon., Sept. 26 4:30 - 6:30 pm ALLH - 108

**Canyon Country Campus**

- Tues., Sept. 20 4:30 - 6:30 pm CCC-506

**CWEE OFFICE HOURS**

- Monday: 9:30 am to 6:30 pm
- Tues, Wed, Thurs: 9:30 am to 4:30 pm
- Friday: CLOSED

**CWEE FALL 2011 SECTION NUMBERS:** Enroll in one of the courses listed below:

**SESSION 1 • 8/22-12/10/11**

AUTO 83820	MEA 83834
CNST 83822	MFGT 83836
CPNT 83824	<b>OCC 83838</b>
CULA 83826	PHOT 83840
ECE 83828	PLGL 83842
EDU 83830	SIGN 83844
GMD 83832	WELD 83846
<b>GNRL 83848</b>	

**Admission and Records Deadlines Session 1**

- 9/2 CWEE Refund
- 9/2 Add CWEE/Increase CWEE units
- 9/16 Drop CWEE without a "W" & apply for Pass/No Pass
- 10/14 Drop CWEE with "W" /Section Changes/Decrease Units

**SESSION 2 • 9/6-12/10/11**

AUTO 83821	MEA 83835
CNST 83823	MFGT 83837
CPNT 83825	<b>OCC 83839</b>
CULA 83827	PHOT 83841
ECE 83829	PLGL 83843
EDU 83831	SIGN 83845
GMD 83833	WELD 83847
<b>GNRL 83849</b>	

**Admission and Records Deadlines Session 2**

- 9/14 CWEE Refund
- 9/23 Add CWEE/Increase CWEE units
- 10/3 Drop CWEE without a "W" & apply for Pass/No Pass
- 10/20 Drop CWEE with "W" /Section Changes/Decrease Units

**SESSION 3 • 10/4-12/10/11**

GERO 83913
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**Admission and Records Deadlines Session 3**

- 10/10 CWEE Refund
- 10/15 Add CWEE/Increase CWEE units
- 10/23 Drop CWEE without a "W" & apply for Pass/No Pass
- 11/3 Drop CWEE with "W" /Section Changes/Decrease Units

**INTERNSHIP OPPORTUNITIES**

Paid and unpaid internship opportunities are available through the CWEE Office. Interns can earn up to 4 units of elective college credit per semester and add valuable experience to their resués. Students can access internship opportunities and complete applications online at [www.canyons.edu/cwee](http://www.canyons.edu/cwee). Please apply early so that there is ample time to secure an internship before the CWEE add deadline.

For more information about CWEE internship opportunities and requirements, contact:

**Cooperative Work Experience Education (CWEE)**

College of the Canyons, STCN-123 • Phone (661) 362-3309 • E-mail: [internships@canyons.edu](mailto:internships@canyons.edu)  
 Web Site: <http://www.canyons.edu/cwee>