

What is Cooperative Work Experience/Internship?

Cooperative Work Experience/Internship offers WLAC College students the opportunity to apply knowledge and skills learned in the classroom to the work environment (job site) as well as to gain experience related to a specific career. The goal is to assist students in making the transition from school to work by providing hands-on, “real world” learning experiences and practical application of classroom theory.

Is the salary the same for teaching a traditional course versus a Cooperative Work Experience/Internship course?

No, your salary for teaching a Cooperative Work Experience/Internship course is based on a formula.

The full-time student/instructor ratio for an academic coordinator who supervises work-experience education programs meeting the standards of the Carl D. Perkins Career Technical Education Act of 2006 California State Plan (or any successor agreement related to career technical education) shall not exceed 125 students [at census] per full-time equivalent academic coordinator in accordance with Title 5, 58051 Method for Computing Full-Time Equivalent Student (FTES).

Since a full-time load for a Cooperative Education Work Experience academic coordinator is 125 active students enrolled at the time of census, a partial load is calculated as 0.8% for each active student enrolled at the time of census. For example, 25 students \times 0.8% = 0.2 load. Based on the current 67% limit for an adjunct instructor, the maximum number of students an adjunct instructor can supervise is 83 students ($83 \times .8\% = 0.664$ load during a regular term).

Is it possible to teach more than one session?

Yes, for adjunct instructors the 67% limit still applies.

Will the amount of units of any given Cooperative Work Experience/Internship course is offered for affect my salary?

No, your salary is based on student enrollment as of 1st census regardless of the unit value.

Why doesn't the unit value affect my salary?

The unit value doesn't affect your salary because all Cooperative Work Experience/Internship instructors are only required to meet with each individual student for a total of three hours (this includes at least 1 job site visit) for any given session regardless of the unit value.

Is there a standard unit value attached to Cooperative Work Experience/Internship courses?

Yes, the standard is a minimum of 1 unit with a maximum of 4 units for any given semester. Please consult with the CWEE departmental dean in deciding the best way to offer your Cooperative Work Experience/Internship course.

Can a Cooperative Work Experience/Internship course be offered for 1-4 units in any given session?

Yes, it is possible to offer a Cooperative Work Experience/Internship course for 1-4 units during any given session as long as a separate section number is attached to each unit value.

How can I request separate section numbers for each unit value?

Work with your department to request a separate section number for each unit credit.

Is there a standard maximum class size for Cooperative Work Experience Education courses?

Yes, the standard is a maximum class size of 25 (125 students would represent a full-time load) consult with your faculty handbook for load stipulations. For further questions or concerns regarding workloads, consult with CWEE departmental dean and/or refer to your faculty contract.

Is this a Census course?

Yes. Instructors must record attendance through census and submit Mandatory Exclusion Roster(s) at census, even if no students are to be excluded. Instructors must also submit the Active Enrollment Roster before the last day to drop with a “W”, and final grades within five business days after the end of the final class period. The dynamic dates (including the census date) for the COOP ED classes can be found in the PS system under the Class Section Dynamic Dates page.

Is there anything else that I would do differently from my traditional credit courses?

Yes. All forms included in the student handbook must be compiled and submitted to the CWEE Coordinator at the Career Connections office (B5-102) at the end of the session for each Cooperative Work Experience/Internship student to be in compliance with Title V regulations. Due to COVID19, forms can be submitted electronically with verified signatures from the employer, the student and you, through adobe sign.

Must I physically visit the jobsite of each CWEE student?

Yes. It is a Title V regulation that each semester the instructor of record will visit the jobsite personally a minimum of one time each semester. However, due to recent changes, faculty advisors are allowed to have alternative of in person visits, such as phone call or video conference.

How will the CWEE coordinator know that I'm following Title V regulations?

The CWEE Coordinator will know that you are following Title V regulations by ensuring all required forms are submitted by students on canvas, since you are adding the CWEE Coordinator in order for them to download all submitted paperwork after you email the [Faculty Advisor Requirements List](#) to them at end of every session for each student.

How will Admissions & Records know that I'm following Title V regulations?

As an identified Cooperative Work Experience Education course instructor, you will be required to submit your grades into PeopleSoft once you have been cleared (signed off) by the CWEE Coordinator that all documentation was submitted for every Cooperative Work Experience Education student.

Will all documentation eventually be stored in one central location?

Yes, once documentation has been cleared by the CWEE Coordinator, all documentation will be stored electronically by the Career Connections Center's office (B5-102) for a minimum of five years in order to be in compliance with Title V regulations.

Do students register for Cooperative Work Experience Education courses the same way they would for any other credit course?

No, students need to first complete the CWEE online orientation offered through BSICSKL101CE (noncredit course) and complete the application packet. Students need to register in the section # listed on the [CWEE website](#). After, student need to schedule the intake appointment to meet with the CWEE Coordinator where they will go over the program application and the program's expectation.

Are the units transferable?

It depends. The California State University system does accept cooperative work experience/internship credit as elective units. Currently the UC system does not accept the transfer of cooperative work experience/internship units. Private universities and colleges may be contacted individually for their own policy.

Can a student repeat a Cooperative Work Experience/Internship course?

Yes, at the May 2008 Board of Governors meeting, the second set of revisions to Title 5 regulations affecting Cooperative Work Experience Education (CWEE) was passed. Revision to Title 5:55253, reads as follows: Section 55253. College Credit and Repetition

[Section 55253 limits the total number of units of credit students can take in cooperative work experience courses. However, if a college only offers one occupational work experience course in a given field it is possible that students will not be able to accumulate the full 16 semester or 24 quarter units of work experience in that area before repeating the course for the maximum of four semesters or six quarters authorized for activity courses under section 55041. The amendment to Title 5 created an exception to the general rule for repetition of activity courses to allow students to take the full number of units of cooperative work experience, which would otherwise be allowed.]

Is there a textbook used for Cooperative Work Experience/Internship courses?

No, all that is required of cooperative work experience education students is what is listed handbook can be downloaded from the Career Connections Center website at: <http://www.wlac.edu/WLAC/media/documents/career-center/Student-Faculty-CWEE-Handbook.pdf>