



## Mendocino College Cooperative Work Experience Education (CWEE)

### Frequently Asked Questions (Continuing Students)

#### **Can I get credit for what I've already learned on the job?**

No. Units are awarded to CWEE students only for new learning or improvements in your skills or knowledge that occur during the semester in which you are enrolled.

#### **How often do I need to meet with my instructor?**

You are only required to meet with your instructor once. The orientation meeting may satisfy that requirement. However, if the instructor determines that you are in need of individual instruction you will be required to meet with him or her. Such a meeting will only be to assist you so that you can succeed in the CWEE course.

#### **Do I have to work a specific number of hours each week for CWEE?**

No, not on a weekly basis. You must work 75 per unit (if you are being paid) or 60 hours per unit (if you volunteer) by the end of the semester. Your hours can fluctuate from week-to-week as long as you've documented the required hours by the conclusion of the semester.

#### **Can I work in more than one job and earn CWEE credit?**

Yes, you can earn CWEE for working in more than one job in a semester as long as you have learning objectives in each job and work the required number of hours for each unit. You can even be paid in one job and volunteer in another. You will need to complete a separate CWEE application for each job.

#### **Can classroom assignments count as CWEE assignments?**

No. You cannot do an assignment for one of your classroom courses and submit it as a completed workplace learning objective. For example, if you are taking a CSC Web Design course and your final project involves creating a web site, you cannot create a website for your employer as a CWEE learning objective and also turn it in to your CSC instructor for your final Web Design project. HOWEVER, if the CSC classroom assignment is just the creation of the web site, then your CWEE learning objective can involve the planning and meetings with the employer and employees that go into determining the content and functionality of the web site. In any case, you cannot receive double credit for the exact same assignment.

#### **How do I turn in my assignments?**

All CWEE assignments must have your and your supervisor's original signature. If you cannot get the original signed copy of an assignment to the instructor by the due date, you can fax a copy and then drop off the original at the Ukiah campus or one of the centers, or you can mail the original to your instructor.

**What do I do if my supervisor is not available to sign one of my CWEE forms?**

If your supervisor is not available to sign one of your assignments in time for you to submit it by the due date, fax the unsigned assignment to your instructor with a note indicating when you'll submit the original signed copy.

**If I've completed enough hours for the units I'm attempting, do I need to continue to submit time sheets?**

If you haven't completed your learning objective(s) you should still report your hours. If you've completed your learning objectives and have enough hours, you no longer need to submit a time sheet.