**ISP 390**

**Work-Based Learning (Cooperative Work Experience)**

**PURPOSE**

Establish guidelines for work-based learning courses (CWE, internship, practicum, clinicals)

**SUMMARY**

Clackamas Community College will grant up to 24 credits for Cooperative Work Experience for an associate of science degree and 12 credits for a one-year certificate directly related to the participant’s program of study or career goal.

**STANDARD**

1. The student must enroll in a 16 hour seminar to study and/or demonstrate career management skills when enrolled in a work-based learning (CWE) course. The objectives and outcomes (obtain, sustain, and advance employment) are described in a seminar outline shared by all programs.
2. The student must accumulate a minimum number of hours of verifiable work experience per term to earn each credit (see chart below). The ratio is a minimum of 30-36 clock hours for 1 unit of credit.
3. On the course outline (e.g., BA-280, MFG-280) student learning outcomes must be listed for the student to earn credit. The student will have an individualized plan with learning outcomes and measurable objectives that are directly tied to a student’s program of study.
4. The maximum number of work-based learning (CWE) credits that can be earned is 24 per student in a two year program. Students are limited to earning a maximum of 12 credits per year. The maximum hour limit that can be counted is 440 contact hours per student per year (as outlined in the Community College Handbook.) This does not limit the hours a student may work, only the number of hours that may be counted for college credit.
5. All career technical education one-year certificates (45 credits and above) and associate of applied science degrees shall include work-based learning.

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| Number of Credits Registered for | Hours Worked per Week | Total Hours Per Term | Seminar Hours Per Term |
| 6 credits | 18-20 hours | 180+ hours | 16 hours |
| 5 credits | 15-17 hours | 150-179 hours | 16 hours |
| 4 credits | 12-14 hours | 120-149 hours | 16 hours |
| 3 credits | 9-11 hours | 90-119 hours | 16 hours |
| 2 credits | 6-8 hours | 60-89 hours | 16 hours |
| 1 credit | 3-5 hours | 30-59 hours | 16 hours |

**REVIEW HISTORY**

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| ISP Committee | Updated format | August 3, 2016 |
| College Council | Reviewed | April 18, 2014 |
| College Council  | Reviewed | February 15, 2008 |
| College Council | Reviewed | January 19, 2001 |
| Instructional Council | Adopted | February 12, 1988 |