**ISP 390**

**Work-Based Learning (Cooperative Work**

**Experience)**

**PURPOSE**

Establishes guidelines for work-based learning courses (e.g. Cooperative Work Experience, internship, practicum, and clinicals)

**SUMMARY**

Clackamas Community College will grant up to 24 credits for a two-year degree and up to 12 credits for a one-year certificate for work-based learning, e.g. Cooperative Work Experience (CWE), directly related to the student’s program of study or career goal.

**STANDARD**

1. The student must enroll in a 16-hour seminar to study and/or demonstrate career readiness skills when enrolled in a work-based learning (e.g. 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 per credit.

3. Students will have individualized plans with learning outcomes and measurable objectives that are directly tied to the student’s program of study.

4. The maximum number of work-based learning (e.g. 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. This does not limit the hours a student may work, only the number of hours that may be counted for college credit.

5. The requirement of work-based learning in any Career and Technical Education programs will be determined by the appropriate faculty in consultation with their advisory committees.

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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 | Reviewed/Updated | TBD 2025 |
| ISP Committee | Reviewed/Updated | May 25, 2018 |
| College Council | Reviewed | May 18, 2018 |
| ISP Committee | Updated format | August3, 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 |