

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.6.1
Related Policy: 8.1.6
Title: Work Experience: Cooperative Work Experience,
Supervised Cooperative Work Experience, and Internships
Responsibility: Vice President for Academic Affairs

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President

As approved by the Chief Academic Officers (CAO) of the sixteen state technical colleges on July 10, 1990, the following guidelines apply to degree credit and non-degree credit courses at the post-secondary level. These guidelines must be used in determining the credit ratio for laboratory/clinical, supervised comprehensive work experience and cooperative work experience. A course must meet all specified criteria in a given category to use the designated ratio. The course title and course description should clearly identify the type of educational experience, i.e., do not use "clinical" in a title for a course that does not meet guidelines for using the laboratory/clinical credit ratio.

I. Cooperative Work Experience (5:1 Ratio)

The ratio will be 5:1 for all cooperative work experience courses, and the courses must meet the specific criteria in the Guidelines for Credit Ratio. However, one of the courses, CWE 101, is a preparatory course, and it may be used with a 1:1 ratio. This course includes experiences that will prepare the student for the ensuing cooperative work experience courses.

A generic prefix will be used for all cooperative work experience courses. The intent is for the courses to be used sequentially by Roman numerals. A student will enroll in CWE 111, 112, 113, 114, 115, 116, 117, or 118 (based on desirable credit hours) before enrolling in CWE 121, 122, 123, 124, 125, 126, 127, or 128 (again, based on desirable credit hours). The middle digit in the course number represents the student's sequential enrollment in the course. The course-numbering schema allows a student to enroll in at least nine semesters (terms) of cooperative work experience at 1, 2, 3, 4, 5, 6, 7, or 8 credits. Colleges have the flexibility to manage the CWE courses administratively on each campus, i.e., specific sections may be used for specific program majors and/or the titles of the program majors may appear in parentheses after the official title of the CWE course.

Guidelines for Cooperative Work Experience

Cooperative Work Experience - 5:1 Ratio

1. All cooperative work experience will require five contact hours per week to generate one credit. The ratio will be 5:1.
2. The educational objectives for cooperative work experience may be negotiated among the faculty, student, and work site supervisor and may vary among students enrolled.
3. The cooperative work experience is usually not required for graduation.
4. The cooperative work experience is monitored by an authorized representative of the college a minimum of two times per semester.
5. The cooperative work experience may or may not require a written report to be completed by the student.
6. The cooperative work experience requires the supervision of the student to be the primary responsibility of the employer.
7. The cooperative work experience requires a minimum of 75 clock hours and may not exceed 600 clock hours per term.
8. Cooperative work experience or supervised comprehensive work experience may constitute no more than 25 percent of credits applied toward graduation.
9. Any work performed by the student under the supervision or direction of the employer during the work experience is a work for hire owned by the employer. The student may not use/produce, distribute, publicly display, or make deviations of the work without the written approval of the employer. Any violation of this prohibition may result in sanctions against the student, up to and including removal from the program.

The following schema includes one preparatory course for cooperative work experiences and nine each 1, 2, 3, 4, 5, 6, 7, and 8 semester hour credits.

CWE 101	Cooperative Work Experience Preparation	1 Credit
CWE 111	Cooperative Work Experience I	1 Credit
CWE 112	Cooperative Work Experience I	2 Credits
CWE 113	Cooperative Work Experience I	3 Credits

CWE 114	Cooperative Work Experience I	4 Credits
CWE 115	Cooperative Work Experience I	5 Credits
CWE 116	Cooperative Work Experience I	6 Credits
CWE 117	Cooperative Work Experience I	7 Credits
CWE 118	Cooperative Work Experience I	8 Credits
CWE 121	Cooperative Work Experience II	1 Credit
CWE 122	Cooperative Work Experience II	2 Credits
CWE 123	Cooperative Work Experience II	3 Credits
CWE 124	Cooperative Work Experience II	4 Credits
CWE 125	Cooperative Work Experience II	5 Credits
CWE 126	Cooperative Work Experience II	6 Credits
CWE 127	Cooperative Work Experience II	7 Credits
CWE 128	Cooperative Work Experience II	8 Credits
CWE 131	Cooperative Work Experience III	1 Credit
CWE 132	Cooperative Work Experience III	2 Credits
CWE 133	Cooperative Work Experience III	3 Credits
CWE 134	Cooperative Work Experience III	4 Credits
CWE 135	Cooperative Work Experience III	5 Credits
CWE 136	Cooperative Work Experience III	6 Credits
CWE 137	Cooperative Work Experience III	7 Credits
CWE 138	Cooperative Work Experience III	8 Credits
CWE 211	Cooperative Work Experience IV	1 Credit
CWE 212	Cooperative Work Experience IV	2 Credits
CWE 213	Cooperative Work Experience IV	3 Credits
CWE 214	Cooperative Work Experience IV	4 Credits
CWE 215	Cooperative Work Experience IV	5 Credits
CWE 216	Cooperative Work Experience IV	6 Credits
CWE 217	Cooperative Work Experience IV	7 Credits
CWE 218	Cooperative Work Experience IV	8 Credits

CWE 221	Cooperative Work Experience V	1 Credit
CWE 222	Cooperative Work Experience V	2 Credits
CWE 223	Cooperative Work Experience V	3 Credits
CWE 224	Cooperative Work Experience V	4 Credits
CWE 225	Cooperative Work Experience V	5 Credits
CWE 226	Cooperative Work Experience V	6 Credits
CWE 227	Cooperative Work Experience V	7 Credits
CWE 228	Cooperative Work Experience V	8 Credits
CWE 231	Cooperative Work Experience VI	1 Credit
CWE 232	Cooperative Work Experience VI	2 Credits
CWE 233	Cooperative Work Experience VI	3 Credits
CWE 234	Cooperative Work Experience VI	4 Credits
CWE 235	Cooperative Work Experience VI	5 Credits
CWE 236	Cooperative Work Experience VI	6 Credits
CWE 237	Cooperative Work Experience VI	7 Credits
CWE 238	Cooperative Work Experience VI	8 Credits
CWE 241	Cooperative Work Experience VII	1 Credit
CWE 242	Cooperative Work Experience VII	2 Credits
CWE 243	Cooperative Work Experience VII	3 Credits
CWE 244	Cooperative Work Experience VII	4 Credits
CWE 245	Cooperative Work Experience VII	5 Credits
CWE 246	Cooperative Work Experience VII	6 Credits
CWE 247	Cooperative Work Experience VII	7 Credits
CWE 248	Cooperative Work Experience VII	8 Credits
CWE 251	Cooperative Work Experience VIII	1 Credit
CWE 252	Cooperative Work Experience VIII	2 Credits
CWE 253	Cooperative Work Experience VIII	3 Credits
CWE 254	Cooperative Work Experience VIII	4 Credits
CWE 255	Cooperative Work Experience VIII	5 Credits
CWE 256	Cooperative Work Experience VIII	6 Credits

CWE 257	Cooperative Work Experience VIII	7 Credits
CWE 258	Cooperative Work Experience VIII	8 Credits
CWE 261	Cooperative Work Experience IX	1 Credit
CWE 262	Cooperative Work Experience IX	2 Credits
CWE 263	Cooperative Work Experience IX	3 Credits
CWE 264	Cooperative Work Experience IX	4 Credits
CWE 265	Cooperative Work Experience IX	5 Credits
CWE 266	Cooperative Work Experience IX	6 Credits
CWE 267	Cooperative Work Experience IX	7 Credits
CWE 268	Cooperative Work Experience IX	8 Credits

A generic course description is used for all of the cooperative work experience courses.

1. There is a formal agreement among the College, the student, and the employer specifying the terms of the cooperative work experience.
2. The rotation between academic study and work experience is structured to further the student's education and employability.
3. The work experience is related to the student's academic field of study or career goals, as far as practical.
4. The student's work experience is supervised and evaluated by College faculty and the employer. The workbook will be completed by the student, the employer/work site supervisor and faculty member. The faculty member will issue a grade based on the employer's evaluation in the workbook. The grading method can be either a "Pass/Fail" or a traditional "A through F," but the grade method to be used must be explained to the student upon enrollment in Cooperative Education.

Eligibility for enrollment in the cooperative education program requires the following:

1. The student must be enrolled at the College in a degree program, diploma, or certificate program.
2. The student must be carrying at least half the academic workload normally required of a full-time student in his/her degree program.

Departmental and program responsibilities are, but not limited to, the following activities:

1. Department Chairs and program faculty will be responsible for developing and approving appropriate work sites.
2. Faculty members supervising cooperative work experience student(s) will evaluate their progress at midterm and for a final grade.
3. Department Chairs will make necessary adjustments to their curriculum program to accommodate cooperative education.
4. Department Chairs will insure that work agreements are signed by employers and supervising faculty members prior to the student being placed on the job.

II. Supervised Cooperative Work Experience (4:1 Ratio)

On September 9, 1991, the Chief Academic Officers (CAO) of the sixteen state technical colleges approved the guidelines for Supervised Cooperative Work Experience (SCWE). The ratio will be 4:1 for all supervised comprehensive work experience courses, and the courses must meet the specific criteria in the Guidelines for Credit Ratio.

A prefix related to the curriculum must be requested for each supervised comprehensive work experience course along with appropriate semester hour credits, and a title that must begin with "SCWE in," followed by the appropriate major or subject, i.e., SCWE in Golf Course Management. No numbers will be reserved for the supervised comprehensive work experience courses, and only supervised comprehensive work experience courses that are requested will be entered in the Semester Catalog of Approved Courses.

Specific course descriptions will be written for all supervised comprehensive work experience courses as they are requested.

1. All supervised comprehensive work experience will require four contact hours per week to generate one credit. The ratio will be 4:1.
2. The supervised comprehensive work experience is usually a mandatory requirement for graduation.
3. The supervised comprehensive work experience may not exceed 600 clock hours per term.
4. The supervised comprehensive work experience requires a written agreement between the employer and the college that includes identical, detailed, predefined educational objectives and experiences for all students enrolled in the course.

5. The supervised comprehensive work experience requires supervision of the student by the faculty member with onsite visitations a minimum of every two weeks.
6. The supervised comprehensive work experience requires equally shared supervision of the student by the faculty and employer.
7. The supervised comprehensive work experience requires a detailed written project to be completed by the student.
8. Supervised comprehensive work experience or cooperative work experience may constitute no more than 15 percent of credits applied toward graduation requirements.
9. Any work performed by the student under the supervision or direction of the employer during the work experience is a work for hire owned by the employer. The student may not use/produce, distribute, publicly display, or make deviations of the work without the written approval of the employer. Any violation of this prohibition may result in sanctions against the student, up to and including removal from the program.

III. Laboratory/Clinical (3:1 Ratio)

On September 9, 1991, the Chief Academic Officers (CAO) of the sixteen state technical colleges approved the guidelines for Clinical/Laboratories.

1. All general, clinical, and technical laboratories will require three contact hours to generate one credit. The ratio will be 3:1.
2. The laboratory/clinical experience is a traditional, structured, faculty-directed laboratory experience.
3. The laboratory/clinical experience is more intensive and highly structured educational experience than the supervised comprehensive work experience.
4. The laboratory/clinical experience requires significant preparation, coordination, and scheduling by faculty.
5. The laboratory/clinical experience requires the overall supervision of the student to be the primary responsibility of faculty; however, daily supervision may be by an authorized representative of the College.

IV. Additional Information Concerning Special Topics Courses

On June 7, 1991, the Chief Academic Officers (CAO) of the sixteen state technical colleges revised the guidelines for special topics courses. A prefix related to a specific discipline must be

requested for each special topic course along with appropriate semester hour credits, and an appropriate title that must begin with "Special Topics in," followed by the appropriate major or subject. Titles should be of a generic nature.

Special topic courses are exceptional courses for particular occasions with limited or specific functions. Since special topics courses may be used in some disciplines and not in other disciplines, and the credit ratio will be 1:1 in most cases, no numbers will be reserved for these courses in every prefix. Only special topic courses that are requested for specific use will be entered in the Semester Catalog of Approved Courses. Specific course descriptions will be written for all special topics courses as they are requested.