

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:	Executive Vice President for Academic & Workforce Development
Original Approval Date:	02-26-1997
Last Cabinet Review:	10-05-2022
Last Revision:	10-05-2022

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.
10. All cooperative work experience follows the State Board for Technical and Comprehensive Education Guidelines for Credit Ratio.

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 their 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 ensure 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.