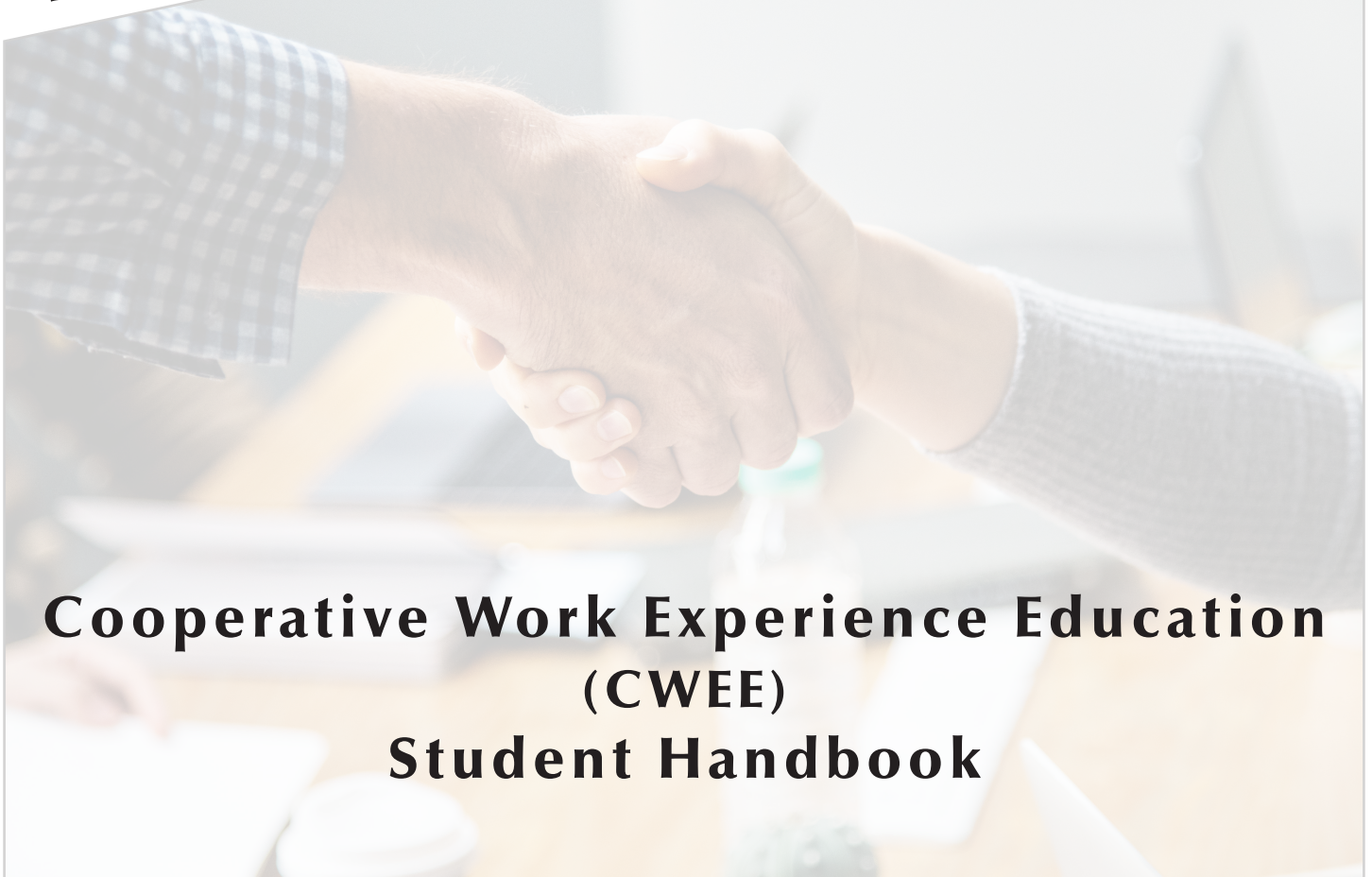


Career Education

get **READY**

TO BECOME A MT. SAN JACINTO COLLEGE STUDENT INTERN



**Cooperative Work Experience Education
(CWEE)
Student Handbook**

Checklist for Cooperative Work Experience Education (CWEE) Enrollment

Below is the registration process for enrollment into **Cooperative Work Experience (CWE)** or **General Work Experience courses (GWE)**. Please utilize this checklist as a guide for enrollment. **Note:** Enrollment is limited and contingent upon funding.

STEP 1: Complete CWEE Online Orientation

- Pass the exam with a score of 20
- Print your Certificate of Completion. Students are responsible for reading and understanding the orientation which includes the registration procedures, requirements, and deadlines.
 - CWEE Online Orientation can be found at www.msjc.edu/internships

STEP 2: Obtain Letter of Recommendation

- You will need a letter of recommendation from a faculty member in your major
- This can be as simple as an email

STEP 3: Identify Internships & Submit Your Resume

- Visit Eagle Career Connection to explore internships: www.msjc.edu/cte/Pages/Eagle-Career-Connection.aspx
- Submit your resume through Eagle Career Connection
- If you do not have a resume (or needs to be updated), attend a Career Education resume workshop

STEP 4: Secure an Internship

- You must have already received and accepted an offer to be enrolled in the CWEE Program
- If you are struggling and need assistance finding an internship, consider attending a Career Education workshop

SEE REVERSE SIDE FOR TIPS AND TRICKS FOR FINDING AN INTERNSHIP

STEP 5: Meet with Career Education Counselor

- Bring your CWEE Online Orientation Certificate of Completion to a Career Education Counselor to pick up the CWEE *Student Application* and *Training Plan* (also available online at: www.msjc.edu/internships)
 - Call (951) 639-5352 to meet with a Career Education Counselor
 - Transcripts will be reviewed for completion of required coursework prior to enrollment

STEP 6: Meet with your supervisor and compete your *Training Plan* and *Application*

- Develop three learning objectives with help from your supervisor
 - See sample learning objectives specific to your major at www.msjc.edu/internships
- Have your supervisor sign your *Training Plan* and *Application*

STEP 7: Meet with your Faculty Advisor (assigned by discipline)

- Have faculty approve and sign *Training Plan*
 - If you're having trouble connecting with your faculty advisor, contact the Career Education Department

STEP 8: Meet with the CWEE Coordinator to pick up *Enrollment Consent Form*

- Bring the completed CWEE *Student Application*, *Training Plan*, and *Checklist* with you to the Career Education Department to receive the Coordinator's signature.
- The CWEE Coordinator will provide an *Enrollment Consent Form* that you must sign to enroll into your CWEE course
- You will receive copies of all of your CWEE documents prior to enrollment.
 - Call (951) 639-5352 to schedule an appointment, walk-ins not recommended

STEP 9: Submit Enrollment Consent Form to Enrollment Services

- Take the CWEE Program *Enrollment Consent Form* immediately to Enrollment Services
- Form and Payment **MUST** be submitted to Enrollment Services on the same day in order to complete registration.

The entire registration process outlined above must be completed to be eligible to begin an internship!

NO EXCEPTIONS WILL BE ALLOWED

I have read and understand the above registration procedures and agree to complete all requirements

Student Signature

Date

Internship Search Tips for Cooperative Work Experience Education (CWEE)

You will need to have an internship **identified** and a **Site Supervisor** at the internship location in order to **complete** the enrollment process.

If you **HAVE** already identified an employer and been offered, and accepted, an internship, you are ready to meet with the **CTE Coordinator** and pick up **your CWEE Registration Checklist, CWEE Application** and **CWEE Training Plan**.

If you **HAVE NOT** already identified an employer:

STEP 1: Meet with faculty in your major core classes and talk with them about your career interests. See if faculty has connections to the industry in which you're wanting to intern.

- See if they are aware of any internships or employers who may be interested or if they have worked with any employers in the past that had positive experiences with MSJC students.

STEP 2: Review MSJC's online job database called **Eagle Career Connection**:

- <http://www.msjc.edu/cte/Pages/Eagle-Career-Connection.aspx>
- Search for internships within **Eagle Career Connection** from employers who are specifically targeting MSJC students.

STEP 3: Contact the CTE Coordinator to see what opportunities he may have available based on interactions with local employers.

STEP 4: Check the **CTE (900 bldg.)** and **Career Center (100 bldg.)** Job boards located on the Menifee and San Jacinto Campuses for internship opportunities.

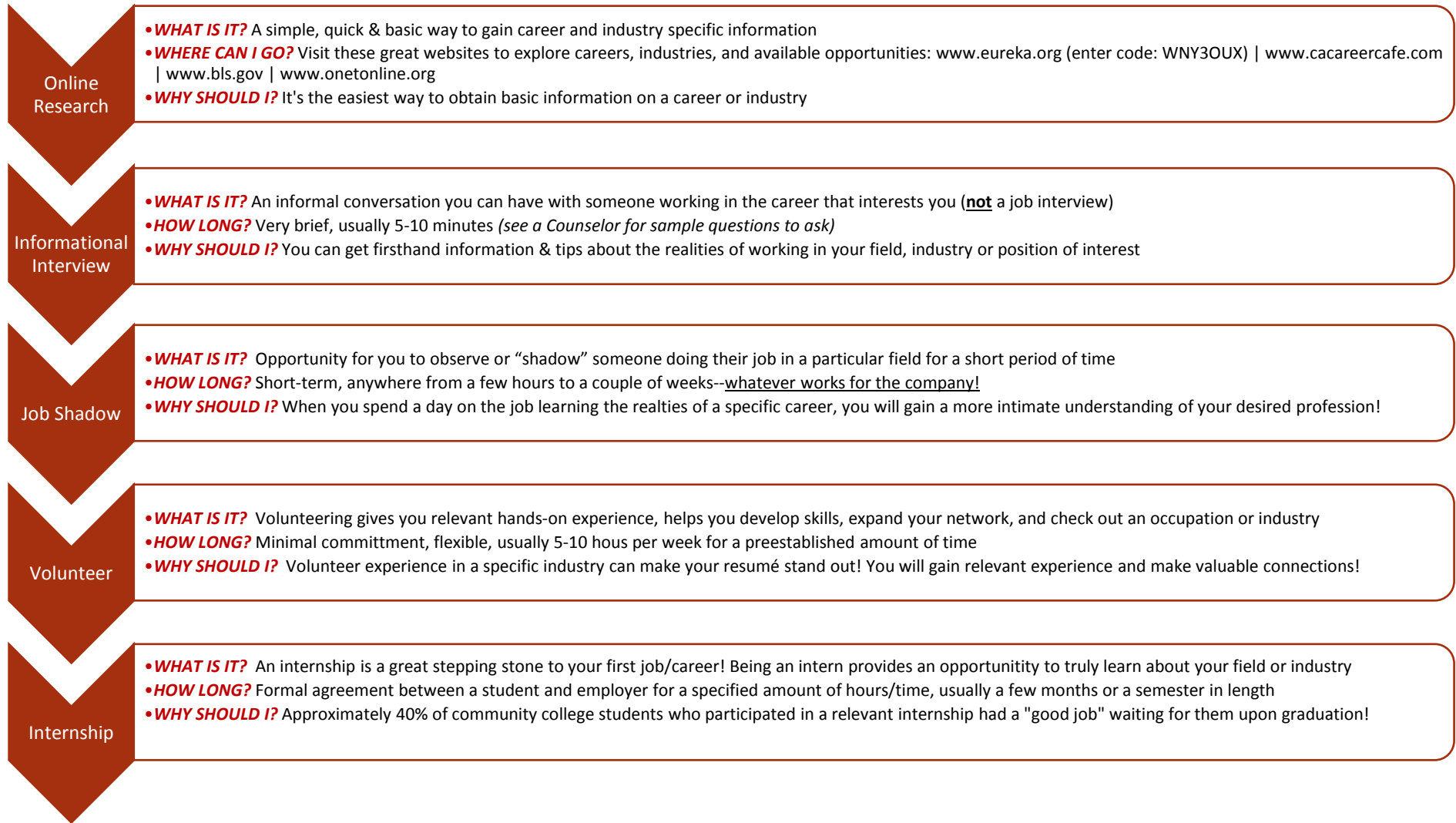
STEP 5: Search for employers in your industry and contact them to see if they are interested in having an intern from MSJC. You can initiate this process by calling/emailing the company or doing a simple search online to see if they post internship opportunities on their company website. Contact the CTE Coordinator for assistance.

STEP 6: NETWORK!!! Ask friends/family/colleagues if they have any connections to your industry. Referrals often generate more interest than "cold-calls". Consider joining a professional association or network to make industry contacts.

PAID	UNPAID	UNITS
75-149	60-119	1
150-224	120-179	2
225-299	180-239	3
300+	240+	4

*(NOTE) Finding a quality internship is hard-work. Be prepared to spend a good amount of time reaching out to companies, going to interviews, and hitting the pavement. Use the above resources, but remember the internship does not have to originate with MSJC. We can work with most employers. Feel free to contact the CTE Coordinator if you have any questions concerning your internship search or potential site.

CAREER COMMITMENT FLOW CHART



HOW TO GET STARTED:

- ✓ Start with companies you already know of, specifically those at which you may know someone personally
- ✓ Don't be afraid to call or email someone in the Human Resources department
- ✓ If you can't reach someone in HR, contact someone directly in the department with which you're interested
- ✓ Know what to ask! Explain that you're a student interested in that particular career or field and would love to spend some time following someone in the company for a period of time--**whatever works for the company!**
- ✓ Remember to show up on time, keep your appointment, dress professionally, ask appropriate questions, and thank them!

CONNECTING WITH EMPLOYERS:

The best way to find opportunities is to contact a business or employer directly. Use your network! If you don't know anyone with connections to the employer consider reach out through phone or email to ask if they have any available opportunities (information interview, job shadow, volunteer, internship, etc.). Although this can seem intimidating, it can become easier with practice and might lead to a position!

Sample phone script:

Hello, my name is _____, and I am a Business Student at Mt. San Jacinto College. I am looking to gain experience in the field of accounting, and I was wondering if your company offers any opportunities for students to gain experience?

- ✓ If yes, inquire further:
 - Know what you are seeking (informational interview, job shadow, volunteer, internship, etc.)
- ✓ If no, ask follow up questions or politely thank them and move on:
 - Do you have any opportunities in your company that helps students gain valuable hand-on experience?
 - Is there someone in your organization that might be able to give me more information on how to get experience from the ground-up?
 - Are there other companies in your industry that you could recommend for someone in my shoes?

Sample email:

October ##, 20##
Mr. John Smith
XYZ Inc.
7400 Main Blvd. Suite 203
Hemet, CA 92583

Dear Mr. Smith,

Hello, my name is _____, and I am a highly motivated Business student at Mt. San Jacinto College seeking experience in advertising and public relations (keep this vague, but should match the organization's overall business). I am interested in leveraging my social media experience and writing skills to positively contribute to your organization's corporate objectives, while gaining valuable industry experience. In particular, I am looking to contribute and grow my skills in an organization within my community. For that reason and more, I am excited about any potential opportunities you may have available. Should you have any opportunities available, or like to speak with me directly, please feel free to reach me at this email or at 555-555-5555. Thank you so much for your time and consideration.

Sincerely,

Ernie Eagle

EXAMPLE QUESTIONS TO ASK

1. How did you get this job? What kinds of experience, training, or preparation helped you the most?
2. What are the responsibilities in this position? What did you do yesterday?
3. Knowing what you know now, what advice do you have for getting into this work?
4. Where do you see your career going from here?
5. What kinds of changes do you see coming in this field of work?
6. Can you recommend the best entry level position to get a person started in this line of work?
7. Does the typical worker have a set schedule or are the hours flexible?
8. What qualifications, experience, and skills do you look for when interviewing someone for a position?
9. What impresses you on a resume from someone applying for a position?
10. What organizations would you recommend joining?
11. What are the major challenges for those working in the field today?
12. What part of this job is the most satisfying? What is the most challenging?
13. What do you like most and least about this job? What stresses do you deal with?
14. What types of technology are used and how are they used?
15. Are internship opportunities available here? Who would I talk to about an internship program?
16. Tell me what happens in various divisions of your organization.
17. What's a typical career path in this business and company?
18. What would you recommend I study in school to best prepare me for the field?
19. What types of degrees and certificates do employers look for?
20. What professional skills would you recommend I develop?
21. What type of work samples or portfolio should I prepare?
22. What steps besides education and experience are necessary to get a job in this profession?
23. May I have your business card?
24. Who else would you recommend that I talk to?

Steps to CWEE Student Intern Success!

STEP 1: Sign up for and attend a Career Education workshop prior to your internship

The Career Education Workshops will provide you with information on How to Conduct a Job Search, Resume Writing, Interviewing Techniques, and Professional Communication in the Workplace. The goal is to prepare students to be workforce ready and successfully transition from the classroom into a professional environment.

STEP 2: Complete the CWEE Online Orientation

Log-on to www.msjc.edu/internships to complete the online orientation. At the end of the orientation, you will be asked to complete a quiz. You must pass the quiz with a score of 20. Print out your score when you complete the orientation and quiz.

STEP 3: Obtain the necessary documents for enrollment

After printing out your score from the online orientation, take the score to the Career Education Department. Email CWEE@msjc.edu OR call (951) 639-5352 to schedule an appointment. During this meeting, you will receive the CWEE Student Application, Training Plan, the CWEE Handbook, and the CWEE Enrollment Checklist. Students are responsible for reading and understanding all the necessary paperwork for the CWEE program, which includes: the CWEE Handbook, Student Application, and Training Plan.

STEP 4: Write workplace learning objectives

Meet with your Site Supervisor to write the 3 learning objectives on your Training Plan for the semester. Once you and your Site Supervisor agree on the 3 learning objectives, schedule a meeting with your Faculty Advisor (assigned by discipline) to review and obtain their approval of the 3 learning objectives and the site location by obtaining their signature on the Training Plan.

STEP 5: Obtain the Coordinator's Signature and submit all required documents

Once your Site Supervisor and Faculty Advisor have approved the 3 learning objectives, bring your completed CWEE Student Application, CWEE Enrollment Checklist and the Training Plan to the Career Education Department. Email CWEE@msjc.edu OR call (951) 639-5352 to schedule an appointment. Then submit all documents to the CWEE Coordinator. You will be given copies of your documents and the Cooperative Work Experience Education Program Enrollment Consent Form which you must take immediately to Enrollment Services to register.

STEP 6: Maintain Regular Contact with Faculty Advisor (Required by the California Education Code)

Maintain regular contact with your faculty advisor to discuss your progress and internship experience throughout the semester. Discuss when required meetings will need to take place throughout the semester. Your Faculty Advisor will also be conducting at least 1 site visit with your Site Supervisor, but you are not required to be present.

STEP 7: Submit monthly Timesheets to your faculty advisor

Timesheets are a requirement by the California Education Code. Complete the required number of hours for the units enrolled by tracking your hours on a monthly basis. You may begin counting your hours from the first day of the semester and **not** before the semester begins. All timesheets must be signed by you and your site supervisor and submitted to your faculty advisor on a monthly basis. If you do not turn in signed timesheets you will received an "NP" for the course.

STEP 8: Meet Deadlines - Complete all assignments and submit all paperwork

Complete and submit all CWEE assignments **including the final essay** on or before the due dates and Student Final Self-evaluation before the end of the semester. **Students are required to submit a one page (minimum) essay outlining their internship experience.** All paperwork must be submitted as original documents to your faculty advisor. NO paperwork can be submitted by the student to the CWEE office.

Cooperative Work Experience Application

Cooperative Work Experience Education Application for (check one):

OCCUPATIONAL INTERNSHIP GENERAL WORK EXPERIENCE



Student Information

Name: _____

Student ID #: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Employer Information

Supervisor's Name: _____

Address: _____

City, State, Zip: _____

Company's Phone: _____

Supervisor's Phone (optional): _____

Supervisor's Email Address: _____

General Information

Student's Major: _____

Occupational Goal: _____

Faculty Advisor: _____

I plan to work _____ hours per week.

I plan to enroll in _____ semester units.

I have previously completed _____ units of Occupational Internship or units of General Work Experience.

The courses I have completed in my major are (List course numbers, i.e. ADS 101, 102, 103): _____

My internship title is: _____

My internship is (check one): NON-PAID or PAID

My work schedule is: _____

My job duties include: _____

Student's Signature

Supervisor's Signature

To the best of my knowledge, all of the above information is true and correct.

FOR STAFF USE ONLY

Transcripts have been reviewed and courses required prior to enrollment are:

- Completed
- In-Progress
- Not Completed

Verified By: _____



**Cooperative Work Experience Education
(CWEE) Program
TRAINING PLAN
(Not an Employment Contract)**

**CWEE Office
28237 La Piedra Road
Menifee, CA 92584
(951) 639-5352**

Student Name: _____ Student ID# _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Student Email: _____ @ _____

Semester Year: _____ CWEE Course: _____ Section #: _____ Units: _____

Occupational Goal: _____

Internship begins on _____, 20_____ and extends through the current semester.

Job Title: _____ Type of Work Experience: _____

Employing Firm: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Employer Email: _____ @ _____

Work Station Supervisor: _____ Title: _____

This student would like to advance his/her knowledge and efficiency in the occupational field of his/her choice. His/her goal is to achieve this through a balance of classroom instruction and on-the-job experiences. This plan sets forth the student's on-the-job learning objectives for the current semester and the conditions through which they may be achieve. As a result of successfully completing this occupational internship, the student will be able to:

First Objective: _____

Second Objective: _____

Third Objective: _____

Employer and Mt. San Jacinto Community College District ("District") agree to provide supervision and guidance to ensure maximum educational benefit from this work experience. District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam era veteran status in its acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District. Employers who sign this Agreement are expected to uphold this policy in their selection of prospects for employment, education processes or activities. District shall be considered the employer of unpaid students in the CWEE program for the limited purpose of providing worker's compensation insurance. Students paid by Employer shall be covered under the Employer's worker's compensation and/or liability insurance as required by law.

The **STUDENT** will: 1) maintain satisfactory grades and attendance in all related instruction and coordinating classes; 2) meet work and safety standards required by the employer; and 3) meet all requirements of the CWEE Program.

The **EMPLOYER** will: 1) comply with all appropriate federal and state employment regulations; 2) assist and supervise the student in achieving his/her on-the-job learning objectives; and 3) assist the faculty advisor in the evaluation of the student and verify the record of hours worked.

The **FACULTY ADVISOR** will: 1) consult periodically with the employer and the student; 2) evaluate and grade the student, in cooperation with the employer; and 3) coordinate on-campus instruction with the job training received and assist the student to achieve his/her learning objectives.

Total number of hours to be worked _____
 _____ Paid _____ Unpaid
 Number of units to be earned _____
 (see CWEE Handbook)

Supervisor's Signature _____ Date _____
 Student's Signature _____ Date _____
 Faculty Advisor's Signature _____ Date _____
 Coordinator's Signature _____ Date _____

This plan may be terminated, for cause, by any person named hereon, with the understanding that due notice will be given to all interested parties

White – Faculty Advisor

Yellow – Employer

Pink - Student



CWEE Program Enrollment Consent Form

(Submit form to Enrollment Services)

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
(951) 487-3215

Menifee Valley Campus
28237 La Piedra Rd.
Menifee, CA 92584
(951) 639-5215

Temecula Education Complex
27447 Enterprise Circle West
Temecula, CA 92590
(951) 308-1059

San Geronio Pass Service Center
1735 W. Ramsey Street # 111
Banning, CA 92220
(951) 922-1327

Student Name: _____

ID#: _____

Phone Number: _____

Term: _____

Address: _____
Number Street City State Zip

OI/CWEE Course Title: _____

Section #: _____

I am trying to meet a Prerequisite for: _____
(Use only for ADS 149 & 150)

For the following term: _____

Comments: _____

Student Signature

Date

Dean Signature

Date

FOR OFFICE USE ONLY

Enrollment Consent for: _____ Clerk Initials: _____ Date: _____

White: Student File

Yellow: Instructor

Pink: Student

Revised 06/2013

Performance Record (Timesheet)



Occupational Internship Program Monthly Performance Record

CWEE Office
28237 La Piedra Road
Menifee, CA 92584
(951) 672-6752

Student's Name _____

Employed By _____

Work Station Supervisor _____

Month of _____ 20_____

DUE DATE →

This timesheet is mandated by the State and must be turned in to the Faculty day of the month). Advisor by the due date (last

DATE	IN	OUT	NO HOURS	DATE	IN	OUT	NO HOURS	
1				17				
2				18				
3				19				
4				20				
5				21				
6				22				
7				23				
8				24				
9				25				
10				26				
11				27				
12				28				
13				29				
14				30				
15				31				
16				TOTAL HOURS				

I hereby certify that the number of hours listed above is correct and that the work assigned has been performed in a satisfactory manner.

Student's Signature Date

Job Supervisor's Signature Date

Faculty Advisor's Signature Date

Student Final Self Evaluation



CWEE Office
28237 La Piedra Road
Menifee, CA 92584
951-639-5567
www.msjc.edu/cte/cwee

COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAM FINAL STUDENT EVALUATION To be completed by the Student

Student Name: _____ Student ID Number: _____

Internship Title: _____ Supervisor: _____

Employing Firm: _____

Occupational Goal: _____

At the beginning of the semester, you set certain job-orientated objectives you hoped to achieve during the semester. Below, please summarize how well you achieved each objective. In addition, please write a one page minimum essay, outlining your internship experience. Please reflect on what you learned, challenges you faced and how you are going to continue to grow professionally, academically and personally.

When completed, this form and your essay must be returned to your faculty advisor prior to the last day of the semester. Failure to do so will result in receiving a non-passing grade or no credit for participation in the Internship Program.

FIRST OBJECTIVE: _____

SUMMARY OF ACCOMPLISHMENT OF OBJECTIVE ONE: _____

SECOND OBJECTIVE: _____

SUMMARY OF ACCOMPLISHMENT OF OBJECTIVE TWO: _____

THIRD OBJECTIVE: _____

SUMMARY OF ACCOMPLISHMENT OF OBJECTIVE THREE: _____

Student Signature

Date



Career Education