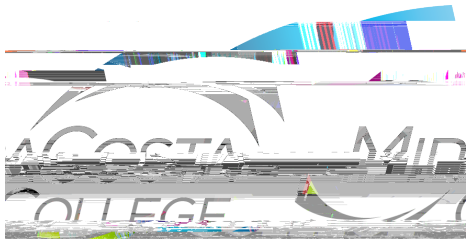


*Syllabus:
Internships (292) &
Occupational Work
Experience
Education (299)*



MiraCosta College Career Center
Building 1400, MS 8A
1 Barnard Drive
Oceanside, CA 92056
760.795.6772

<http://www.miracosta.edu/careers>


MiraCosta College offers different types of experiential education courses with varying units of credit to meet the multiple needs of its diverse student population. You should know the type of class in which you are enrolled. You also should know the number of units in which you are enrolled, based on the number of hours you are projected to work. Below are course descriptions for two types of experiential education. Check the type in which you enrolled, list the discipline or subject, such as ACCT for Accounting or SOC for Sociology, etc. At the bottom, complete the information requested to determine the minimum number of hours you are to work or intern by the end of the semester to earn a passing grade.

_____ Occupational Work Experience Education (WEE): #299; Subject: _____
(HINT: Students usually are employed in a job that matches their major or career goal and completed the steps under “Report your Internship or WEE” form on JAIN from the [Career Center’s](#) Internship/WEE page.)

Occupational Work Experience Education is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal setting, employability skills development, and examination of the world of work as it relates to the student’s career plans.

_____ Internship Studies: #292; Subject: _____
(HINT: Students often are not yet employed or volunteering but instead access JAIN and the Career Center team for assistance with finding a placement. Before they can access internship listings, students must complete [three critical activities](#), including having successfully completed a course at MiraCosta College in the discipline in which they are seeking the internship. Once students were offered their position, they completed the steps under “Report your Internship or WEE” form on JAIN from the [Career Center’s](#) Internship/WEE page.)

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study.

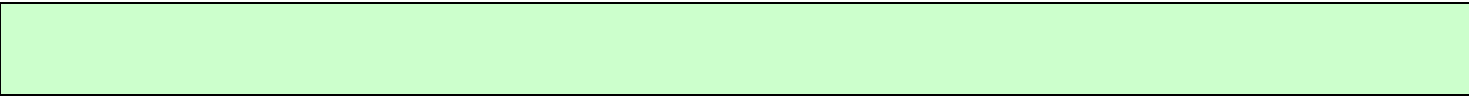


The classroom for your Work Experience Education (WEE) course is your workplace. There are no class meetings, but there are two site visits your faculty mentor will make with you and your supervisor. Because WEEs are different from traditional campus or online classes, you will not be communicating with your faculty mentor every day or even every week. Thus, you're in charge of how well you perform in the class. If you read this entire syllabus and plan ahead to ensure that all course requirements in it, on Canvas, and in the "Assignments, Due Dates & Grades" section of this syllabus (page 7) are met, you will be successful in this class. Follow these top tips:

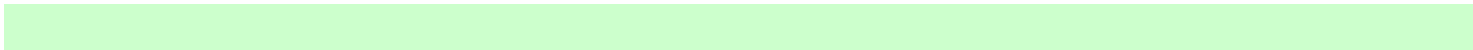
- ... **CONFIRM YOUR ATTENDANCE OR YOU'LL BE DROPPED FROM THIS CLASS.** To confirm your attendance, complete your Data Form and have your supervisor read and sign it. Submit the signed, completed form as your first assignment **BY THE END OF THE FIRST DAY OF CLASS.**
- ... Respond to every communication (email, text, etc.) from your faculty mentor within 24 hours.
- ... Log in to your Canvas class **at least** weekly, check announcements, and submit assignments on time.
- ... Submit all 3 parts of your first assignments – Online Orientation, Setting SMART Goals Video, and Orientation Quiz by the end of week 1 and your Introduction and Goal, Sia)4 (46181/62 (67) Sic (002) (10-7) (18)



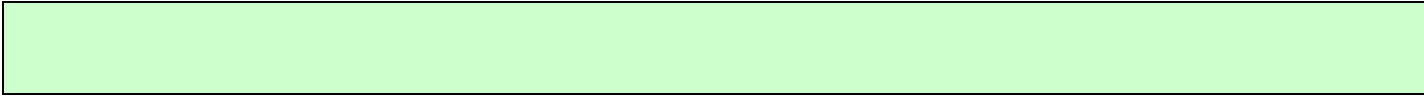
MiraCosta College is committed to a proactive approach to helping you succeed while maintaining a safe



All assignments are described in this syllabus and posted in your Canvas class. You may log in to Canvas at <https://miracosta.instructure.com/> or by clicking on “Canvas” at the top right of the [MiraCosta College home page](#). If you need assistance with Canvas, contact the [Student Help Desk](#) or call 760.757.2121, X6655. Details for (gnm)-2 (e)4 (BMC 0 0 1 1g36 67ef2 g0 bc)4 (itt)TJEgll







Your faculty mentor will visit your worksite twice during the semester. They are not visiting to observe you, but rather to talk with you and your supervisor about your respective responsibilities. You are to confirm with your supervisor the meeting date and time suggested by your faculty mentor. All three of you are to attend both meetings. However, at the first meeting, your supervisor may be excused after the Learning Agreement has been completed and the Supervisor Evaluation has been introduced. This will allow your faculty mentor to discuss your performance on submitted assignments and ideas for your Individual Project with only you.

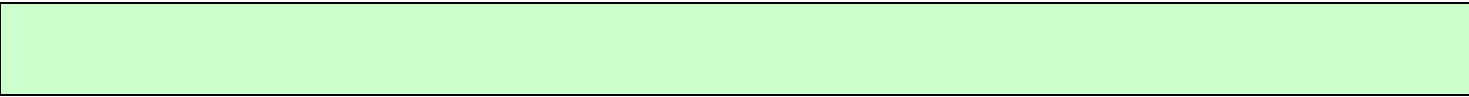
The first site visit will be early after your class has begun; ideally, it should be after your faculty mentor has read and graded your Orientation Quiz, Introduction and Goal Statement, and reviewed the SMART goals you drafted for each. The purpose of the first site visit is to:

- x finalize your SMART goals and complete the Learning Agreement
- x discuss opportunities for you to develop competencies listed on the Supervisor Evaluation
- x determine whether you will be completing the Career Ready Guide as your Individual Project or choosing a different project and establish the due dates
- x choose a due date for your Final Reflective Essay
- x schedule the second site visit.

The second site visit will be toward the end of the semester, ideally, after you have met each of your SMART goals and finished your Individual Project. The purpose of the second site visit is for:

- x you to self-assess how well you completed your SMART goals
- x your supervisor to assess how well you completed your SMART goals
- x your supervisor to confirm the hours you worked each month as you reported on Canvas
- x your faculty mentor to facilitate a discussion between your supervisor and you regarding your competency ratings and how you might continue to improve them. (See the Supervisor Evaluation of Student Intern/Employee form on page 14.)

As you read on pages 3 and 5 of this syllabus, you must intern or work 54 hours for each unit of credit in which you enrolled. By the fifth of the following month, you are to submit on Canvas the total hours you worked that month **and** the cumulative hours you worked since the start of this class. You also are to include comments about your progress toward meeting each of your SMART learning objectives, relevant news about your position or company, and insights into your industry, performance, and/or education and career goals.



Two of your assignments – the Learning Agreement and the Supervisor Evaluation of Student Intern/Employee – must be completed

