



TRAINING AGREEMENT

Student Name _____

ID _____

of Units _____

MiraCosta College Internship & Cooperative Work Experience Education
 1 Barnard Drive, #8A, Oceanside, CA 92056 P: 760.795.6772 F: 760.795.6773 careers@miracosta.edu

The student satisfies program expectations and guidelines. The site supervisor meets with the faculty mentor twice to evaluate the student's performance and to verify total hours worked. The faculty mentor awards credit for the student's successful completion of course requirements. *Coverage for student interns is valid only during the dates the student is enrolled. There is no expectation of employment upon completion.*

FIRST SITE VISIT Date: _____

- Student develops and writes one SMART goal per unit of credit, below, after student, faculty, and supervisor discussion.
- Schedule 2nd Site Visit. Date: _____
- Determine Individual Project or Career Ready Guide; choose due date: _____
- Confirm Final Reflective Essay Due Date: _____

SMART GOALS: Each semester, students must identify new SMART goals. These are formulated by the student, then discussed with and approved by both the worksite supervisor and the faculty mentor.

1. _____

2. _____

3. _____

4. _____

Supervisor's Name	Phone	Supervisor's Signature	Date
Company Name		Faculty Mentor's Signature	Date
Student's Email	Phone	Student's Signature	Date

SECOND SITE VISIT Date: _____

- Evaluate SMART goals. Student self-assesses and identifies factors affecting achievement. (Student & Supervisor rate performance of each goal, below, and initial at right of table.)
- Verify recorded monthly and cumulative semester hours completed. (Supervisor initials at bottom right of document.)
- Evaluate student's competencies. (Supervisor completes Supervisor Evaluation of Student Intern/Employee.)

SMART GOALS EVALUATION
Rating Scale: 4 = Excellent (A); 3 = Above Average (B); 2 = Average (C); 1 = Below Average (D); 0 = Did Not Accomplish

	Objective #1	Objective #2	Objective #3	Objective #4	Initials
Student Evaluation					
Supervisor Evaluation					

Hours Worked: Faculty mentor transcribes and totals student's hours from Canvas. Supervisor initials to verify.

Jan. _____	Feb. _____	Mar. _____	Apr. _____	May _____	June _____	Total _____	_____ (Supr. Initials)
July _____	Aug. _____	Sept. _____	Oct. _____	Nov. _____	Dec. _____	Total _____	_____ (Supr. Initials)