



ATTENTION EMPLOYERS AND SUPERVISORS!

Each semester a growing number of MiraCosta College students enroll in Internship Studies and Cooperative Work Experience Education (Co-op) courses. Students participate in these experiential education programs to increase their knowledge in a certain field, improve their workplace competencies, and develop or strengthen their skills in preparation for advancing in their careers. We appreciate your serving as a worksite supervisor and supporting the student's professional development.

At the beginning of each semester, each student enrolled in an experiential education course is asked to develop specific learning objectives that are directly related to his/her position. These objectives are to be approved by you as the student's worksite supervisor and by a MiraCosta College faculty mentor. The objectives must be attainable within the semester and must represent real progress in the student's learning or occupational skill development. The student's progress toward attaining the objectives is monitored by you and by the MiraCosta College faculty mentor.

Your assistance in this program is essential. With your cooperation, the student will meet objectives that enhance his or her skill development and your organization's productivity. What's required? Two brief meetings and two short forms – that's it! Your participation will benefit the student and will assist the faculty mentor with assessing the student's learning outcomes. Here's what we ask of you:

- ◆ When the student and the faculty mentor seek to schedule the site visits, be as flexible as your calendar allows. The faculty mentor will visit the worksite to talk with you and the student about the student's objectives and performance twice during the semester, once at the beginning and once at the end. The meetings usually require less than 30 minutes of your time.
- ◆ Review the learning objectives the student has drafted. Suggest changes that might make them more appropriate to the position, more measurable, or more attainable by the end of the semester. The objectives will be written in final form on the Training Agreement at the first site visit. You, the faculty mentor, and the student will each sign and date the Training Agreement.
- ◆ At the end of the semester, we ask that you and the student conduct a final evaluation of the student's accomplishment of his or her objectives on the Training Agreement. You will also be asked to verify the monthly and cumulative hours the student worked. Finally, you'll be asked to complete an evaluation of the student's workplace competencies by checking the appropriate rating and offering commendations and constructive criticism as appropriate.

We thank you for your participation and we welcome any suggestions that will help us continue to improve MiraCosta's experiential education programs and our community's workforce. We hope you find the program as beneficial to your organization as the students find it to their career development; please take a moment to read the student quotes on the reverse.

For more information about MiraCosta's Internship and Co-op programs, go to www.miracosta.edu/careers, then click on "Employer Resources" or call 760.795.6772.

MiraCosta College is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation, or status as a Vietnam-era veteran. Individuals with verifiable disabilities can be accommodated with advance notice.

Comments from Previous MiraCosta College Intern & Co-op Students

"The most valuable aspect of my internship was seeing the practical application of things I'd learned in class. My professor taught that 85% of communication is non-verbal. Without being in the workplace, you don't get an opportunity to see how that works, or what that's like."

"In my supervisors' eyes, this program is a win-win situation. It allowed me to expand my education in school, and at the same time pushed me to overachieve and complete my work objectives. This benefited my supervisor because I learned very vital work abilities that in other ways I may not have learned."

"I feel that I benefited from this program because I was forced to evaluate my own performance. I realized at the end of each month, when I had to type my monthly objectives report, I had not accomplished as much as I would have hoped. I was forced to deal with the fact that I constantly struggle with time-management and priority setting."

"My employer noticed some very big changes in my work habits and performance. A lot of the motivation came from this class. Thanks."

"I have learned new skills and shown my employer that I am hard-working and creative. The demonstration of these skills and of my hard-working personality led to a new position and a raise."

"It helped me not only to focus on my production scheduling responsibilities and objectives but also to focus on innovative ways to increase production efficiency."

"The program helped me stay on track by being accountable for projects. I was also more aware of things I was actually 'learning' while at work."

"The class gave me a chance to set specific goals that I may have thought of before but probably would never have followed through with."

"My supervisor was supportive of the program and he was willing to help me learn things I would have never had a chance to learn. He was very willing and interested in letting me become involved in new responsibilities. This program has definitely affected the way my supervisor looks at my employment."

"When I started the class I had already been here for two years. This gave me the opportunity to assess my job and work towards higher achievement."

"I became more aware of working on my objectives once they were in writing as goals. Knowing that my boss was involved, for support, influenced me to focus on those objectives."

"Having the faculty mentor come to my job was very beneficial in setting goals for me to accomplish at my job site."

"The conferences improved my relationship with my supervisor."

"My supervisor was very enthusiastic about the class. She asked me to write an article for our company newsletter and it is to be published soon."

"Helped me to focus on goals otherwise I may have procrastinated."