

I AGREED TO HOST AN INTERN – NOW WHAT?

The Career Center appreciates your serving as a worksite supervisor and supporting MiraCosta College students' professional development. At the beginning of each semester, each student enrolled in a work-based learning course is asked to develop SMART goals that directly relate to his/her position. These goals are to be approved by you as the student's worksite supervisor and by a MiraCosta College faculty mentor. The goals must be attainable within the semester and must represent progress in the student's learning or occupational skill development. The student's progress toward attaining the SMART goals is monitored by you and by a MiraCosta College faculty mentor.

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

1. **CLEAR COMMUNICATION** – Once you make an offer of an internship, the student will be required to provide us with information about the internship. Please provide the information the student needs to complete the internship record and to participate. Students will need to answer questions about the workplace, such as: Who will be my day-to-day supervisor? What will my internship work schedule be? Will the internship be paid or unpaid?
2. **SITE VISITS** – 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 goals 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.
3. **SMART GOALS** – Review the SMART goals 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 goals 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.
4. **SUPERVISOR EVALUATION** – At the end of the semester, the faculty mentor will ask you and the student conduct a final evaluation of the student's accomplishment of his or her goals 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 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 work-based learning 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. For more information about MiraCosta's Internship and Co-op programs, call 760.795.6772 or visit www.miracosta.edu/careers, then click on "Employer Resources."

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.

