



LEARNING AGREEMENT

Student Name _____

ID _____

of Units _____

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

The student satisfies program expectations and guidelines. The site supervisor meets with the faculty mentor and student 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 _____

Student's Email _____ Phone _____

Student's Signature _____ Date _____

Company Name _____

Faculty Mentor'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)