



HOW TO REPORT YOUR INTERNSHIP OR WEE

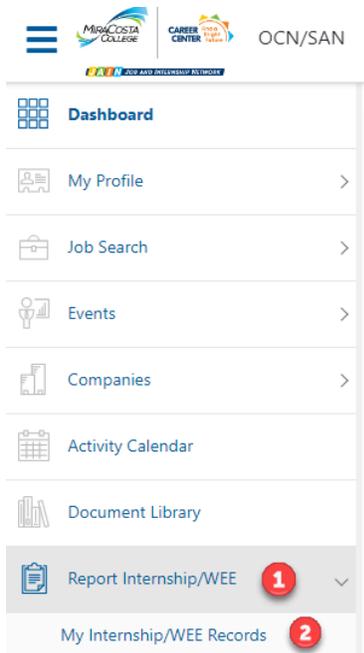
JAIN JOB AND INTERNSHIP NETWORK

Congratulations on getting an internship or WEE (Work Experience Education)! Please complete the following steps in to earn 292/299 credit. We recommend that you report your internship one week prior to your desired class start date.

1. Log in to our Job and Internship Network (JAIN) by going to www.miracosta.edu/JAIN or scanning the QR code to the right. If you have trouble logging in please call the Career Center at 760.795.6772.



2. Click on **Report Internship/WEE** on the left-hand side of the screen, then **My Internship/WEE Records**, and **+ Add Internship/WEE** on the upper left.



3. Select Semester from drop down menu, click **Continue**.

4. Enter your company name in the field, click **Find**. Select your company, click **Select/Continue**.
• If your company name is not listed, click on **Not Found - Skip**. Then go to step 6.

Add Internship/WEE



5. Select Contact and click **Select/Continue**. Verify if contact is Supervisor.
- If your contact is not listed, click **Not Found – Skip**. Then continue to step 6.



6. Complete the form with your internship/work experience information. Ensure your dates align with the dates of your class. All Internship classes will end on the last day of the semester. Please write in your preferred instructor for the course in the Faculty Mentor field. Select the number of credits for which you want to enroll. Click **Save** to submit.

7. Once your information has been processed, you will receive an email from careers=miracosta.edu@mg.gradleaders.com with SURF course enrollment information. Please follow these instructions precisely as 292/299 classes are hidden in SURF and cannot be found through the normal search function.

Course Credit Information

Internship (292), Occupational Work Experience (299) or General (WKEX 233) Work Experience

Hour Requirements:

1 unit = 54 hours

2 units = 108 hours

3 units = 162 hours

4 units = 216 hours (Available only in Occupational Work Experience-299)

You must meet the minimum hour requirements listed above or you will not pass the course.

A student may not enroll in general work experience, occupational work experience, or internship studies concurrently.

Students working in a job not related to their major may enroll in WKEX 233 on SURF.

If you have any questions about how to report your internship or co-op, please contact us with the information below.



For more information:

 www.miracosta.edu/careers

 careers@miracosta.edu

 760.795.6772

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Second Floor