



TRAINING AGREEMENT

Student Name ID # of Units

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

The student will comply with the Internship Studies/Co-op Program guidelines and regulations. The worksite supervisor will meet with the faculty mentor twice during the term to evaluate the student's performance on the learning objectives and to verify the total hours worked. The faculty mentor will award academic credit for successful completion of the course requirements. *Coverage for student interns is valid only during the dates for which the student is enrolled. There is no expectation of employment upon completion of the credit experience.*

First Site Visit Date: _____

Student develops and writes one learning objective per unit below, after discussion and consensus.

Schedule 2nd Site Visit _____

Discuss Individual Project (Content, Scope, Due Date) _____

Confirm Final Reflective Essay Due Date _____

SMART JOB-ORIENTED LEARNING OBJECTIVES

Each term that a student is enrolled in Internship/Co-op, it is necessary to identify new SMART job-oriented learning objectives. These objectives are formulated by the student, then discussed with and approved by both the worksite supervisor and the faculty mentor.

1. _____

2. _____

3. _____

4. _____

Student Signature	Date	Company Name
Student Email	Phone	Supervisor Name (Print) Phone
Faculty Mentor Signature	Date	Supervisor Signature Date

Second Site Visit Date: _____

Evaluate SMART job-oriented learning objectives. Student self-assesses and identifies factors affecting achievement. (Student & Supervisor initial at right of chart.)

Verify recorded monthly and cumulative term hours completed. (Supervisor initials at bottom of document.)

Evaluate student workplace competencies (Supervisor completes Supervisor Evaluation of Student Intern/Employee.)

SMART JOB-ORIENTED LEARNING OBJECTIVES EVALUATION

The student/employee and supervisor will evaluate and grade learning objective accomplishments at the end of the term using the following rating scale: Rating Scale: 4=Excellled (A); 3=Accomplished (B); 2=Average (C); 1=Limited (D); 0=Did Not Accomplish

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

Hours Worked: Student enters monthly hours worked on Blackboard; faculty mentor transfers them to the space below.

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