



TRAINING AGREEMENT

Student Name ID # of Units

MiraCosta College Internship & Cooperative Work Experience Education

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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 semester 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 semester 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. _____

Supervisor's Name	Phone	Supervisor's Signature-(Sign in person)	Date
Company Name		Faculty Mentor's Signature-(Sign in person)	Date
Student's Email	Phone	Student's Signature-(Sign in person)	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 table.)

Verify recorded monthly and cumulative semester 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 each will evaluate the learning objective accomplishments at the end of the semester using the following rating scale: Rating Scale: 4=Excelled (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)