

**WE280IM: COOPERATIVE EDUCATION: INTEGRATED MEDIA**

STUDENT: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_@mhcc.edu WE280IM\_\_\_\_ Section: \_\_\_\_\_ Term/Year: \_\_\_\_\_

(\*see below for Course/Section number)

Credits: 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / 11 / 12

Total Hours to be worked \_\_\_\_\_

Date Begin: \_\_\_\_\_

Date End: \_\_\_\_\_

**WE280: COURSE DESCRIPTION:**

This course is intended to provide students with learning experience to support their course of study and/or career goals. Each Co-op experience will provide opportunities to (a) develop marketable workplace readiness skills, (b) apply classroom learning on-the-job, and (c) gain specific occupational skills through a live learning lab. Instructor and Dean permission is required.

**Contact your instructor any time if you have concerns or questions about your internship.**

COURSE NUMBER	WEEKLY COMMITMENT	CREDITS	TOTAL HOURS
WE280IMA	3 hours per week	1 credit	30 hours
WE280IMB	6 hours per week	2 credits	60 hours
WE280IMC	9 hours per week	3 credits	90 hours
WE280IMD	12 hours per week	4 credits	120 hours
WE280IME	15 hours per week	5 credits	150 hours
WE280IMF	18 hours per week	6 credits	180 hours
WE280IMG	21 hours per week	7 credits	210 hours
WE280IMH	24 hours per week	8 credits	240 hours
WE280IMI	27 hours per week	9 credits	270 hours
WE280IMJ	30 hours per week	10 credits	300 hours
WE280IMK	33 hours per week	11 credits	330 hours
WE280IML	36 hours per week	12 credits	360 hours

**REQUIRED FORMS:**

**1. Schedule Add Form:** The only way to register for an internship is to have your instructor fill out an Internship Schedule Add form. It must be signed by student, instructor *and* Dean Janet McIntyre. The Administrative Assistant turns in to Admissions and Records.

**2. Training Agreement- Complete the Training Agreement BEFORE you start the internship.**

Write the four student learning objectives in consultation with your internship (work) supervisor.

Your work supervisor must sign it and date it.

Return the signed Training Agreement to your instructor BEFORE you start working.

Instructor keeps this form in the student file.

**3. Workman's Compensation Enrollment Form-** If your internship is UNPAID\*, your instructor will fill out the Workman's Compensation enrollment form and return it to MHCC's payroll office. MHCC adds you to their Workman's Compensation policy in the event you are injured at your internship.

**The dates on the form should conform to the duration of your internship.**

\* If your internship is PAID, your employer is expected to process all applicable payroll forms.

**Start a WordPress blog**

Integrated Media has a multi-user Wordpress blog system on the mhccim.com server which we use for all internship students. Go to <http://www.blogs.mhccim.com>

You'll see complete instructions about starting a new internship blog at this address.

**E-mail the URL for your new blog. You may also wish to share it with your internship work supervisor (optional).** Using the Comments feature on the blog (make sure to turn it ON), both the instructor and work supervisor can comment on student posts.

**Blog will stay "live" for 1 year after internship ends in the event of an audit.**

**Post EVERY WEEK to your WordPress blog, answering all three items:**

1. Describe what you've accomplished, what dates and hours you worked for the week.
2. Follow the **Weekly Blog Prompts** (see below). Each internship experience varies.
3. Upload samples of what you've done that week or describe the tasks you're doing at your internship. (samples, scanned images, pdfs, jpgs, audio files, screen captures, video footage, etc.)

**WEEKLY BLOG JOURNAL PROMPTS**

To the best of your ability, discuss the following topics in a weekly post to your internship blog. If the question does not pertain to your internship, write DNA (does not apply).

**Week 1 Start a WordPress blog** and E-mail the URL to your instructor and supervisor. Turn commenting ON.

*Post first blog entry which will include the following:*

1. List the four "Student Learning Objectives" from your Training Agreement.
2. State the days of the week and the hours you'll be working at the internship.

**Week 2 Research the employing company, including the following information:**

- a. How and why was the company started? When? By whom?
- b. Who owns the company?
- c. If it is a non-profit agency, how is it funded?
- d. How many employees work for the company?
- e. If there is an organizational chart, include it.
- f. What salary ranges exist?
- g. Include any other pertinent background information.

**Week 3 Answer the following questions about the organization:**

- a. Who are their customers? To what sectors of the public do they market their products or services?
- b. How are employees trained to improve their abilities or to prepare for promotion?
- c. How is productivity measured?
- d. Describe what you observe as the overall morale of the employees.
- e. What suggestions could you offer for improvement?

**Week 4 Describe the computer workstation/operating system or equipment you work with:**

- a. Is this different equipment than you've been trained on at school?
- b. How did you learn to operate it? Was it hard or easy to learn?
- c. What do you like best about the workstation/equipment you are using?
- d. What skills have you developed from using this workstation/equipment?
- e. What skills do you need to improve? How can you make those improvements?

**Week 5 Write your job description. Consider which of the following skills are necessary to do your job:**

- a. "Hard Skills": Technical skills, administrative skills (organizational, paper flow etc.)
- b. "Soft Skills": people skills, communication skills
- c. Other- describe

**Week 6 Describe the relationship between what you are doing in this job and how you see your future in this field.**

**Week 7 Write an evaluation of your work situation, focusing on the following points:**

- a. Your satisfaction with the work you are required to do.
- b. How well the work served as a meaningful way of learning.
- c. The quality of the organization you worked for.
- d. The quality of supervision you received.
- e. What advice would you provide for the next intern?

**Week 8 Critique your own strengths and weaknesses**

- a. From your own point of view, describe two strengths and two weaknesses you discovered about yourself

during your internship experience.

b. If this internship continued another term, what would you continue to do and what would you change?

**Week 9** *Reflect on the four learning objectives.*

a. Did you meet each of the four student learning objectives of your internship? If not, why not?

**Week 10** *Employer and Instructor conduct Final Evaluation.*

This can take place in person, over the phone or via E-mail. Instructor discusses evaluation with student.

a. Add up the total hours worked

b. Remember to post samples of work completed

**Week 11** *Instructor assigns grade*

**HOW INTERNSHIPS ARE GRADED:**

- A** Student completes all paperwork before starting internship. Student posts to blog after each work day. Samples of work performed are included in blog. Answers weekly prompts and writes reflectively. Work supervisor provides outstanding student evaluation.
- B** Student completes most but not all paperwork before internship starts. Student posts to blog after most but not every work day. Student posts to blog some but not all examples of work performed. Answers weekly prompts but doesn't add any reflective narrative. Work supervisor evaluates student as "above average" in most categories.
- C** Student turns in paperwork after internship starts. Paperwork may be incomplete or missing information. Student posts irregularly to blog. Student posts to a few examples of work performed. Fails to answer many of the weekly prompts or provides cursory information. Posts have misspellings, incomplete sentences, lack substance. Work supervisor evaluates student as "average" in most categories. Student may have irregular attendance.
- D** Student turns in paperwork well after internship begins and/or is missing altogether. Student posts irregularly to blog or fails to start a blog until much later in the term. Student posts to a few to no examples of work performed. Fails to answer the weekly prompts or provides vague, inaccurate information. Posts are riddled with unprofessional content and/or lack substance. Work supervisor evaluates student as "below average" in most categories. Student may have irregular or poor attendance or not complete the required number of hours.
- F.** Student fails to turn in required paperwork. Student fails to start a blog or does not send the URL to instructor or employer. Student posts no examples of work performed. Fails to answer the weekly prompts or provides vague, inaccurate information. Posts are riddled with unprofessional content and/or lack substance. Work supervisor evaluates student as "below average" in most categories. Student may have irregular or poor attendance or not complete the required number of hours. Student's behavior on job may have been inappropriate and reflects poorly on MHCC, potentially damaging the relationship between employer and MHCC.

**THE STUDENT EMPLOYEE (INTERN) AGREES TO:**

1. Maintain regular attendance at MHCC and at the work site, follow all rules concerning the program and notify the Co-op instructor and employer prior to any absence.
2. Develop a set of learning objectives in conjunction with the Co-op instructor and the employer.
3. Show honesty, punctuality, a cooperative attitude, appropriate grooming and dress, and a willingness to learn.
4. Consult the Co-op instructor as well as the employer, about any problems.
5. Conform to the rules of the work site and maintain confidentiality.
6. Complete required assignments and furnish necessary information, reports and or time sheets.
7. Arrange transportation to and from the work site.
8. Clearly understand that if receiving Financial Aid or Veteran's Benefits, any credits enrolled for and not satisfactorily completed at the end of the traditional term may mean that aid for the coming term will be delayed or lost until or unless the delayed credits are completed and grades can be verified. Student's receiving these benefits are encouraged to contact the Financial Aid or Veteran's Offices if they are unclear of potential impacts on them.

**THE EMPLOYER/WORK SITE SUPERVISOR AGREES TO:**

1. Provide thorough orientation to the job and work site as well as a meaningful, well-supervised work experience.
2. Provide evaluation of performance, reserve time for consultation and arrange on-site monitoring visits by the Co-op instructor.
3. Provide the student employment for at least the minimum number of hours and weeks specified on the front of this form. Keep and complete accurate attendance and or time records.
4. Consult the Co-op instructor regarding problems related to the work experience. Contact the instructor before considering suspension, transfer or termination. Reserve the right to discharged the student for just cause after consultation with the Co-op instructor.
5. Conform to all state and federal regulations and policies. Students in the is program will be accepted and assigned work without regard to their age, race, color, sexual orientation, political affiliation, disability national origin, marital status, political status, religion or gender.
6. Cover the student in its workers' compensation policy, if a paid position. Fill out the State of Oregon Workers' and Employer's Report of Occupational injury or Disease Form 801 in the event of any accident which occurs on the job.

**THE COLLEGE OR CO-OP INSTRUCTOR AGREES TO:**

1. Conduct work site visits if appropriate.
2. Provide the employer with a Co-op instructor to assist in explaining requirements, completing paperwork, resolving problems, otherwise assist the student and supervisor to maximize work performance and learning opportunities.
3. Determine a grade and award college credit for successful job performance and completion of related assignments.
4. Provide worker's compensation insurance coverage for non-paid positions.

**FEDERAL GUIDELINES FOR INTERNSHIPS:**

An unpaid internship must meet six tests to be legal, according to the U.S. Labor Department.

1. It must be an educational experience, the equivalent of vocational school
2. It must primarily benefit the intern
3. The intern cannot do work that would otherwise be done by a paid employee and must work under the close supervision of a manager
4. The employer cannot profit from the intern's work
5. The employer must not promise up-front a paid job at the end of the internship. A job may be offered once the internship ends
6. The intern and employer must agree if no wages are to be paid.



COOPERATIVE INTERNSHIP  
 26000 SE STARK ST. GRESHAM, OR  
 97030 (503)491-7386 FAX (503)491-7390

# TRAINING AGREEMENT/OBJECTIVES

TERM/YEAR \_\_\_\_\_

## STUDENT INFORMATION

Student Name \_\_\_\_\_ Student I.D. Number \_\_\_\_\_

Instructor \_\_\_\_\_ Phone \_\_\_\_\_ Work Hrs/Week \_\_\_\_\_ Total Hours \_\_\_\_\_

Student Status:  FT  PT  Work Study  Student Aide  Paid Salary \_\_\_\_\_

Unpaid Completed and returned Worker's Compensation form: Date: \_\_\_\_\_

## EMPLOYER/SUPERVISOR INFORMATION (Please Type/Print)

Company/Agency Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_ Student Job Title \_\_\_\_\_

## STUDENT LEARNING OBJECTIVES

(For each objective, include: What are you planning to achieve? How do you intend to accomplish this? How will the completion of the objective be measured? When are you going to complete the objective?)

<b>OBJECTIVE 1</b>	_____	
	_____	
	_____	
<b>OBJECTIVE 2</b>	_____	
	_____	
	_____	
<b>OBJECTIVE 3</b>	_____	
	_____	
	_____	
<b>OBJECTIVE 4</b>	_____	
	_____	
	_____	
Over all average rating of performance progress:		

**\*Performance Rating Criteria: 1=Exceptional; 2=Very Good; 3=Competent; 4=Not Consistent; 5=Not Acceptable; N/A**

We, the undersigned, agree with the validity of the learning objectives listed above. We also agree to accept all the responsibilities, expectations and agreements of the employer, student and Co-op instructor that are listed on page 2 of this form.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Co-op Instructor

\_\_\_\_\_  
Date

**\*MAKE COPIES OF SIGNED ORIGINALS**

## Terms and Conditions

By signing the Agreement on page 1, the employer, student and Cooperative Internship Instructor at Mt. Hood Community College agree to as follows:

### **The student employee agrees to:**

1. Maintain regular attendance at Mt. Hood Community College and at the work site, follow all rules concerning the program, and notify the Co-op instructor and employer prior to any absence.
2. Develop a set of learning objectives in conjunction with the Co-op instructor and the employer.
3. Show honesty, punctuality, a cooperative attitude, appropriate grooming and dress, and a willingness to learn.
4. Consult the Co-op instructor, as well as the employer, about any problems.
5. Conform to the rules of the work site and maintain confidentiality.
6. Complete required assignments and furnish necessary information, reports, and/or time sheets.
7. Arrange transportation to and from the work site.
8. Clearly understand that if receiving Financial Aid or Veteran's Benefits, any credits enrolled for and not satisfactorily completed at the end of the traditional term may mean that aid for the coming term will be delayed or lost until or unless the "delay" credits are completed and grades can be verified. Student's receiving these benefits are encouraged to contact the Financial Aid or Veteran's Office if they are unclear of potential impact on them.

### **The employer/work site supervisor agrees to:**

1. Provide thorough orientation to the job and work site, as well as a meaningful, well-supervised work experience.
2. Provide evaluation of performance, reserve time for consultation and arrange on-site monitoring visits by the Co-op instructor.
3. Provide the student employment for at least the minimum number of hours and weeks specified on page 1 of this form. Keep and complete accurate attendance and/or time records.
4. Consult the Co-op instructor regarding problems related to the work experience. Contact the instructor before considering suspension transfer, or termination. Reserve the right to discharge the student for just cause after consultation with the Co-op instructor.
5. Conform to all State and Federal regulations and policies. Students in this program will be accepted and assigned work without regard to their age, race, color, sexual orientation, political affiliation, disability, national origin, marital status, political status, religion or gender.
6. Cover the student in its worker's compensation policy, if a paid position. Fill out the State of Oregon Worker's and Employers' Report of Occupational Injury or Disease Form 801 in the event of any accident that occurs on the job.

### **The college or Co-op instructor agree to:**

1. Conduct work site visits as indicated by the program guidelines.
2. Provide employee with a Co-op instructor to assist in explaining requirements, completing paperwork, resolving problems, and otherwise assist the student and supervisor to maximize work performance and learning opportunities.
3. Determine a grade and award college credit for successful job performance and completion of related assignments.
4. Provide workers' compensation insurance coverage for non-paid positions by completing the college approved form.



# FINAL EVALUATION

This form is a part of the final evaluation and will be completed by the site supervisor.

SUPERVISOR \_\_\_\_\_ STUDENT \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ STUDENT ID \_\_\_\_\_

ADDRESS \_\_\_\_\_ STUDENT PHONE # \_\_\_\_\_

CITY, ZIP \_\_\_\_\_ TERM \_\_\_\_\_ YEAR \_\_\_\_\_

ORGANIZATION PHONE # \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

**INSTRUCTIONS: The immediate supervisor will evaluate the student objectively.**

<b>RELATIONS WITH OTHERS</b> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works very poor	<b>ATTITUDE - APPLICATION TO WORK</b> <input type="checkbox"/> Outstanding enthusiasm <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely riot interested
<b>JUDGMENT</b> <input type="checkbox"/> Exceptional <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment	<b>DEPENDABILITY</b> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average dependability <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable
<b>ABILITY TO LEARN</b> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn	<b>QUALITY OF WORK</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Poor
<b>ATTENDANCE:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	<b>OVER-ALL PERFORMANCE</b> <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Competent <input type="checkbox"/> Development Needed <input type="checkbox"/> Improvement Necessary

If you were to write a job recommendation for this student, what strenghts, job skills and attitudes would you mention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What areas could the student improve? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This report has been discussed with the student:    Yes    No

\_\_\_\_\_  
Job Supervisor Signature

\_\_\_\_\_  
Date

I give the Instructor/Coordinator permission to release this information to prospective employers.

\_\_\_\_\_  
Student Signature

Make copies for employer, student, and instructor