

Checklist for Cooperative Work Experience Education (CWEE) Enrollment

***Below is a checklist that may be used as a guide for the enrollment registration process into Cooperative Work Experience (CWE) or General Work Experience courses (GWE) programs

STEP 1: Complete CWEE Online Orientation

- Complete the online orientation: www.msjc.edu/internships
- Students are responsible for reading and understanding the registration procedures, requirements, and deadlines
- Pass the exam with a score of 20; scan and upload your certificate of completion in step 4

STEP 2: Find an Internship or Job

- Visit Eagle Career Connection to explore internships: www.msjc.edu/eaglecareerconnection
- Create a new resume with Optimal Resume; <https://msjc.optimalresume.com/>
- Attend Career Education resume workshop: <https://calendar.msjc.edu/>
- You must have already received and accepted an offer to be enrolled in the CWE or GWE programs for academic credit

STEP 3: Secure an Internship

- You must have completed at least one courses in your career education major to be eligible for CWE
 - Transcripts will be reviewed for completion of required coursework before enrollment
- Your employer/intern partner must have a valid Affiliation Agreement on file with Mt. San Jacinto College
 - No exceptions

STEP 4: Complete the CWEE Online Application

- Complete the CWEE Application: <https://msjc.formstack.com/forms/cwee>
 - CWEE Application online application also available online at www.msjc.edu/internships
- Develop three learning objectives with help from your supervisor
 - See sample learning objectives at www.msjc.edu/internships
- Upload your online orientation certificate of completion at the bottom of the CWEE Application
- Sign CWEE Application and email CWEE@msjc.edu notifying the department that you've completed the online CWEE application

STEP 5: Employer/Site Supervisor Sign Online Application

- Make sure your employer/site supervisor is aware that you are applying for the CWEE program
- Remind your supervisor to check the email that you provided in the CWEE application and sign as the employer
 - An employer can sign/scan, digitally sign, or use email confirmation instead of a signature
- Have your employer/site supervisor contact CWEE coordinator at 951-639-5352 with questions

STEP 6: Faculty Advisor (assigned by discipline) Sign Online Application

- Make sure your faculty advisor is aware that you are applying for the CWEE program
- If you're having trouble connecting with your faculty advisor, contact the CWEE coordinator at 951-639-5352

STEP 7: Schedule Appointment with CWEE Coordinator to Enroll

- The CWEE Coordinator will provide section # and appropriate course for the student to enroll into
- You will receive copies of all of your CWEE documents before enrollment
- Payment **MUST** be submitted on the same day in order to complete registration

***If you are struggling and need assistance finding an internship, consider meeting with a Career Education Counselor or the Job Developer/Placement Coordinator

***Call 951-639-5352 or stop by room 919 on the MVC campus to make an appointment