

Steps to CWEE Student Intern Success!

STEP 1: Sign up for and attend a Job Skills workshop prior to your internship

The Job skills Workshops will provide you with information on How to Conduct a Job Search, Resume Writing, Interviewing Techniques, and Professional Communication in the Workplace. The goal is to prepare students to be workforce ready and successfully transition from the classroom into a professional environment.

STEP 2: Complete the CWEE Online Orientation

Log-on to www.msjc.edu/cte/cwee to complete the online orientation. At the end of the orientation, you will be asked to complete a quiz. You must pass the quiz with a score of 20. Print out your score when you complete the orientation and quiz.

STEP 3: Obtain the necessary documents for enrollment

After printing out your score from the online orientation, take the score to the Counseling Department to Matt Leyden. Email CWEE@msjc.edu OR call (951) 639-5567 to schedule an appointment. During this meeting, you will receive the CWEE Student Application, Training Plan, the CWEE Handbook, and the CWEE Enrollment Checklist. Students are responsible for reading and understanding all the necessary paperwork for the CWEE program, which includes: the CWEE Handbook, Student Application, and Training Plan.

STEP 4: Write workplace learning objectives

Meet with your Site Supervisor to write the 3 learning objectives on your Training Plan for the semester. Once you and your Site Supervisor agree on the 3 learning objectives, schedule a meeting with your Faculty Advisor to review and obtain their approval of the 3 learning objectives and the site location by obtaining their signature on the Training Plan.

STEP 5: Obtain the Coordinator's Signature and submit all required documents

Once your Site Supervisor and Faculty Advisor have approved the 3 learning objectives, bring your completed CWEE Student Application, CWEE Enrollment Checklist and the Training Plan to the Counseling Department to Matt Leyden. Email CWEE@msjc.edu OR call (951) 639-5567 to schedule an appointment. Then submit all documents to the CWEE Office Kass Munoz, Room 916 on the Menifee Valley Campus or to Angela Aceves, Room 1100 on the San Jacinto Campus. You will be given copies of your documents and the Cooperative Work Experience Education Program Enrollment Consent Form which you must take immediately to Enrollment Services to register.

STEP 6: Maintain Regular Contact with Faculty Advisor (Required by the California Education Code)

Maintain regular contact with your faculty advisor to discuss your progress and internship experience throughout the semester. Discuss when required meetings will need to take place throughout the semester. Your Faculty Advisor will also be conducting at least 1 site visit with your Site Supervisor, but you are not required to be present.

STEP 7: Submit monthly Timesheets to your faculty advisor

Timesheets are a requirement by the California Education Code. Complete the required number of hours for the units enrolled by tracking your hours on a monthly basis. You may begin counting your hours from the first day of the semester and **not** before the semester begins. All timesheets must be signed by you and your site supervisor and submitted to your faculty advisor on a monthly basis. If you do not turn in signed timesheets you will receive an "F" for the course.

STEP 8: Meet Deadlines - Complete all assignments and submit all paperwork

Complete and submit all CWEE assignments **including the final essay** on or before the due dates and Student Final Self-evaluation before the end of the semester. **Students are required to submit a one page (minimum) essay outlining their internship experience.** All paperwork must be submitted as original documents to your faculty advisor. NO paperwork can be submitted by the student to the CWEE office.