

Internship Program (Overview)

The Cooperative Work Experience Education (CWEE) Internship program, coordinated through Student Employment Services, pairs students with host professionals from business, government, and non-profit work environments. Students are exposed to real-world experiences by participating in daily workplace activities and learning how to navigate within workplace cultures.

A typical internship is 120 hours each semester = 10-20hrs/wk. Internships begin and end according to our scheduled semesters. Internships can continue for up to four semesters at the discretion of the student.

Internships are a class activity for which students **earn college credit** based on the number of hours completed. Internships can be **unpaid** or **paid** and students are responsible for their own transportation to and from the internship site.

Students who participate:

- 1) Obtain an appropriate internship site from the SWC Student Employment Services office.
- 2) Develop a resume.
- 3) Complete the CWEE Agreement with learning objectives; obtaining approval from instructor and site supervisor.
- 4) Establish an internship schedule with the site supervisor.

Student responsibilities:

- Arrive each day on-time as scheduled.
- Dress appropriately and be polite.
- Complete work assignments and Learning Objectives.

Employer Responsibilities:

- Provide a safe and harassment free workplace.
- Meet with the student, sign the CWEE Agreement, and at the completion of the internship indicate if the objectives were achieved by the student. (see Page 2)
- Facilitate the internship experience for the student.

We look forward to discussing your internship opportunities in more detail. Please contact us at ses@swccd.edu or at (619) 482-6356. Ask for Genesis Lastrella-Quicho or Julie Swanson

Thank you

| Semester Time Frames |
|-------------------------------|
| Summer: June through August |
| Fall: August through December |
| Spring: February through May |





Cooperative Work Experience Education (CWEE) AGREEMENT

Student Employment Services
Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 482.6356
Cesar E. Chavez Bldg. 1400
Rm S208
www.swccd.edu/ses

SECTION 1: Type of company/agency: Business Non-Profit

Name of Company/ Agency: _____

Company Address: _____

City, State, Zip Code and Telephone No: _____

Name of Agency/ Supervisor: _____

Agency/Supervisor Email Address: _____

Students Name (Last, First): _____

SWC ID: _____

Student Email Address: _____

Course/Section Units/Semester/Year: _____

Name of Instructor: _____

SECTION 2: OCCUPATIONAL CWEE PROGRAM STATEMENT

The student will comply with the Cooperative Work Experience Education program guidelines and regulations. The agency and the college will provide necessary supervision and counseling to ensure that the student receives appropriate educational benefits from this work experience. The instructor will visit the student placement site; consult with the agency regarding the student's job performance and grant academic credit for successful completion of the internship. It is understood the college and agency will, as required by law, comply with all appropriate federal and state regulations. Pursuant to Labor Code Section 3368, workers' compensation coverage is provided for students enrolled in work experience classes through the Southwestern Community College District. Agency reserves the right to terminate a student due to unsatisfactory progress, or failure to meet work standards, at which time the college will be notified. The college reserves the right to terminate a student who may become ineligible, at which time the agency will be notified. The undersigned agree with the validity of the job-oriented learning objectives listed below.

_____ Agency Representative Signature / Date _____ Student's Signature/ Date _____ Instructor's Signature/ Date

LEARNING OBJECTIVES

Learning Objectives are specific, measurable, limited to a single definite result, and have a completion date within this semester. Learning Objectives help to ensure that you, your job site supervisor and your Work Experience Instructor are all in agreement with what you are there to learn while you are on the job this semester.

JOB-ORIENTED LEARNING OBJECTIVES

Each semester, a student enrolled in CWEE is required to identify new learning objectives. They should be specific, measurable, and within the student's ability to accomplish during the semester. The student formulates the objectives, with the assistance and approval of both the company's Supervisor and SWC Instructor. Should an objective require revision anytime during the semester/session, the instructor must be notified.

1. _____
2. _____
3. _____

AGENCY REPRESENTATIVE COMMENTS: _____

SECTION 3: Employer/Agency ONLY

| Were The Listed Objectives Achieved? Check Box | | | |
|---|--------------------------|--------------------------|--------------------------|
| Outstanding | Above Average | Satisfactory | Limitec |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 4: SUMMARY STATEMENT OF HOURS & OBJECTIVES: This internship is: Unpaid Paid (To be completed by Instructor & Company Supervisor at the end of work experience)

We verify that the above student has worked from: _____/_____/_____ to _____/_____/_____ Total _____ hours and has satisfactorily achieved the learning objectives.

_____ Company Supervisor Signature _____ Date _____ Instructor's Signature _____ Date