

Cooperative Work Experience Education

Occupational Internship Program

Information & Procedures

❖ Eligibility for Occupational Internship

- Current enrollment as a Mt. San Jacinto College student
- Completion of at least one course in your major
- Work at least five (5) hours per week at a job site in a paid or unpaid position related to your major or occupational goals.
- Attend mandatory orientation workshop at the beginning of the semester on the scheduled date (below) **AND** the job readiness workshops (schedule TBA)

❖ How to Enroll in an Occupational Internship

1. Submit a completed Training Plan with appropriate signatures (obtained during orientation) to the CWEE Office and obtain an Instructor Consent Form.
2. Submit the Instructor Consent form to Enrollment Services to enroll in the course.
3. The deadline for submission of paperwork to Enrollment Services is the second Friday of the semester term.

❖ Benefits of Enrolling in an Occupational Internship

- Practical work experience and opportunity to apply classroom learning on the job
- Valuable contacts for future employment
- College credit and/or compensation while engaged in Occupational Internships
- Enhancement of interpersonal, intrapersonal, and communication skills
- Earn up to 16 units of occupation-related work experience
- Explore and discover individual interests and capabilities

Fall 2011 Occupational Internship Orientation Schedule

Additional evening orientation are highlighted

DATE	TIME	CAMPUS	ROOM
Monday, July 25	11:00-12:30pm	San Jacinto	102
Tuesday, July 26	11:00-12:30pm	Menifee	927
Wednesday, Jul 27	11:00-12:30pm	Menifee	927
Monday, August 8	11:00-12:30pm	San Jacinto	102
Monday, August 8	5:30 – 7:00 pm	San Jacinto	109
Wednesday, August 10	11:00-12:30pm	Menifee	927
Wednesday, August 10	4:30 – 6:00pm	Menifee	927
Monday, August 15	11:00-12:30pm	San Jacinto	1111
Monday, August 15	5:30 – 7:00 pm	San Jacinto	107A
Wednesday, August 17	11:00-12:30pm	Menifee	927
Wednesday, August 17	5:30 – 7:00 pm	Menifee	927
Wednesday, August 24	4:30 – 6:00pm	Menifee	927

For more information about Occupational Internships and the CWEE Program, please visit our website at <http://www.msjc.edu/cte/Pages/cwee.aspx>, or contact the CWEE Office.



MSJC CWEE Office

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