

Cooperative Work Experience Education

Occupational Internship Program Orientation Schedule

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

❖ **How to Enroll in the Occupational Internship Program**

1. Attend a mandatory orientation session to receive necessary paperwork (see schedule).
2. Submit a completed Application & Training Plan with appropriate signatures to the CWEE Office and obtain an Instructor Consent Form.
3. Submit the Instructor Consent form to Enrollment Services to enroll in the course.
4. The deadline for submission of paperwork to Enrollment Services is the second Friday of the semester term.

Spring 2012 Occupational Internship Orientation Schedule

Menifee Valley Campus

DATE	TIME	ROOM	FACILITATOR
Monday, Nov. 7 th	4:30 – 5:30 pm	Room 106	Mike Engels
Wednesday, Nov. 9 th	3:00 – 4:00 pm	Room 106	Mike Engels
Monday, Nov. 28 th	4:30 – 5:30 pm	Room 106	Mike Engels
Monday, Nov. 28 th	6:00 – 7:00 pm	Room 106	Mike Engels
Wednesday, Nov. 30 th	11:30 – 12:30 pm	Room 106	Mike Engels
Monday, Dec. 5 th	5:30 – 6:30 pm	Room 106	Mike Engels
Monday, Dec. 19 th	5:30 – 6:30 pm	Room 106	Mike Engels

Students may also meet with the Occupational Internship Coordinator on Walk-in Wednesdays on the Menifee Valley Campus.

San Jacinto Campus

DATE	TIME	ROOM	FACILITATOR
Friday, Nov. 4 th	11:00 – 12:00 pm	100 Building Room 112	Mike Engels
Wednesday, Nov. 9 th	3:00-4:00 pm	100 Building Room 112	Escarlet Wirth
Tuesday, Nov. 15	3:30-4:30 pm	100 Building Room 112	Escarlet Wirth
Monday, Nov. 21 st	9:30 – 10:30 am	100 Building Room 112	Escarlet Wirth
Wednesday, Nov. 23 rd	2:30 – 3:30 pm	100 Building Room 109	Escarlet Wirth
Wednesday, Nov. 30 th	4:00-5:00 pm	100 Building Room 109	Escarlet Wirth
Wednesday, Dec. 7 th	9:00 – 10:00 am	100 Building Room 112	Escarlet Wirth

For more information about Occupational Internships and the CWEE Program, please visit our website at <http://career.msjc.info>, or contact the CWEE Office.



MSJC CWEE Office
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