

## Mendocino College Work Experience Spring 2010

In a nutshell, students must:

- Enroll: one unit = 75 hours paid work or 60 hours volunteer
- Attend Orientation
- Have an email account and access to an Internet-connected computer
- Submit Work Experience Application within 2 days after Orientation
- Submit Job Description within 1 week after Orientation
- Submit Learning Objective(s):
  - draft within 1 week after Orientation
  - instructor-approved copy within 2 weeks after Orientation
  - final copy with signatures within 1 week after approval
- Submit Monthly Timesheets by 2/5, 3/5, 4/5, 5/5, and 5/20
- Submit Self-Evaluation and/or Project by 5/20

In a nutshell, supervisors must:

- Sign student's Application, Job Description, Learning Objective(s), Monthly Timesheets, and Evaluations
- Create Learning Objective(s) with student
- Supervise student in reaching Learning Objective(s)
- Meet once with the Work Experience instructor
- Submit Student Evaluation by 5/20

Sandy Wake, Work Experience instructor

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