


Welcome to Mission College Work Experience!



Participating in the Work Experience Program at Mission College is a wise choice in helping enhance your skills and education. The Work Experience Program will offer you the opportunity to improve your jobs skills, learn more about the world of work, and help you set clear career goals for your future.

Through the Work Experience Program you can receive up to 16 transferable units of credit toward your AA/AS degree while working (full or part time) or participating in an internship related to your major. Credit and grading options will be determined upon successful completion of your Work Experience career objectives.

The key to your success in this program is YOU! You are the person who will be developing, carrying out, and writing up projects and goals of your own design. Our Work Experience faculty and staff will assist you every step of the way. What and how much you learn depends on the amount of time and effort you're willing to put into your success.

We welcome your participation, and hope you agree that the Cooperative Work Experience Program is a wonderful opportunity to expand your horizons.

Good luck with your studies!

WHAT IS WORK EXPERIENCE?

The Work Experience Program is part of the total educational process, which assists students in exploring a career, preparing for full-time employment, and developing skills that allow the student to further advance within their chosen field. Work Experience at Mission College is an academic program where learning takes place in the public or private sector through internships, volunteer work, or student employment. The purpose of the program is to enhance a student's theoretical education by providing an opportunity for on-the-job training and practical learning. Mission College offers two types of Work Experience opportunities: **occupational** and **general**.

OCCUPATIONAL WORK EXPERIENCE (1 - 4 units)

Occupational Work Experience is supervised employment that is directly related to a student's major or field of study. Employment must be an extension of the student's occupational or educational goals. In occupational work experience a student must enroll in at least seven units, which can include the work experience units. The number of units a student receives is dependent on how many hours the student works during the semester (see chart below for breakdown). A student can earn a **maximum of 16 units** over the course of four semesters in occupational work experience.

GENERAL WORK EXPERIENCE (1 - 3 units)

General Work Experience is supervised employment that is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. Employment does not need to be directly related to the student's major or field of study. Students may earn 1-3 units per semester for up to two semesters. A student can earn a **maximum of 6 units** of general work experience credit.

HOW ARE UNITS EARNED? (Hours of work required per semester)

Paid Work

5hrs/week or 75hrs/semester = 1 unit
10hrs/ week or 150hrs/semester =2 units
15hrs/week or 225hrs/semester = 3 units
20hrs/week or 300hrs/semester = 4 units

Volunteer Work

4hrs/week or 60hrs/semester = 1 unit
8hrs/week or 120 hrs/semester = 2 units
12hrs/week or 180hrs/semester = 3 units
16hrs/week or 240hrs/semester = 4 units



Cooperative Work Experience

- **You are enrolled in:** _____ **Wrkex**_____ **Section#:** _____
Your Instructor for this semester is: _____

- **Work Experience Advisor Contact Information:**

Scott Brunson Rm: HM15 (408) 855-5251 (408) 855-5463 email: scott_brunson@wvm.edu	Haze Dennis Rm: HM14 (408) 855-5251 (408) 855-5463 email: haze_dennis@wvm.edu
Louise Lodato Mailbox: Assoc. Fac.Ctr.(SE2-101) Phone: (925) 355-9999 Fax: (925) 355-9999 email: lglodato@earthlink.net	John Provost Mailbox: Assoc. Fac.Ctr.(SE2-101) Phone: (408) 978-6507 Fax: (408) 978-6016 email: provstahl@att.net
Rebeca Sanchez Rm: E1-101 (408) 855-5047 (408) 855-5463 email: rebeca_sanchez@wvm.edu	

- **Work Experience Office:**

Tien Phung, Interim Work Experience Coordinator
 Phone: (408) 855-5170
 Fax: (408) 855-5463 fax
 Email: tien_phung@wvm.edu
 Location: C1-114 (Located in CalWORKs Office)
 Website: http://www.missioncollege.org/workforce/work_experience

- **Handbook Table of Contents:**

Pg 3	Course Requirements
Pg 4	Student Guidelines/Requirements
Pg 5-6	Learning Objectives Worksheet
Pg 7-10	Guide to Writing Learning Objectives
Pg 11	Sample Learning Objectives
Pg 12	Frequently Asked Questions (FAQ)
Pg 13	Optional Timesheet – for Volunteer Positions Only
Pg 14	Letter to Inform Employer
Pg 15	Course Evaluation

- **Course Preparation:** Please read through the Work Experience Handbook to understand the requirements of the program. If you have any questions or concerns about the program, please contact your Instructor.
- **First Assignment: Contact Your Instructor & Make appointment**
 Now that you are officially enrolled in the Work Experience program, it is your responsibility to contact the instructor assigned to you within the first week of enrollment and make an appointment to meet.

Course Requirements

Beginning of the Semester:

- ❑ **Orientation:** Students new to Work Experience should attend orientation or meet with the Work Experience Coordinator to review the handbook and the course requirements.
- ❑ **Make Contact:** Contact your Work Experience Instructor within the first week of being enrolled and make an appointment for your first meeting.
- ❑ **Inform your work supervisor** about your participation in the Work Experience class. A letter is provided (Pg 4) to explain your participation and your supervisor's role in the class. Discuss possible learning objectives with your supervisor.
- ❑ **Meet with your instructor** to discuss how to create learning objectives. Also review grading criteria for the class.
- ❑ **Create Learning Objectives:** Work with your supervisor and Work Experience Advisor to create learning objectives. Fill out the Performance Agreement form with the agreed objectives and get your supervisor's signature. Turn in by Wrkex Advisor's due date:
Due Date: _____
- ❑ **Letter or Credit/No Credit:** Decide whether you would like to take the class on a Credit/No Credit basis or get a letter grade. An essay is required if you would like to receive a letter grade. Your Advisor will inform you about essay requirements & the due date.
Due Date: _____

During the Semester:

- ❑ **Track Your Hours:** Keep track of your work hours to ensure you can meet the minimum requirement of 75 work hours per unit (for a paid position) or 60 work hours per unit (for volunteer positions).
- ❑ **Progress on Learning Objectives:** Make an effort to achieve your learning objectives. Keep track of your progress and the things you are learning.
- ❑ **Set up Meeting:** The instructor will arrange a meeting with your supervisor at your place of work to discuss your progress on your objectives.

End of the Semester:

- ❑ **Evaluation:** At the end of the semester, your supervisor must evaluate your performance on your learning objectives and also verify the number of hours worked during the semester.
- ❑ **Turn in Essay:** If you opted for a letter grade, turn in essay by the given due date.
Due Date: _____
- ❑ **Evaluation:** Fill out the program evaluation form (page 12) and turn it in to the Work Experience Coordinator by the end of the semester.
Due Date: _____

Mission College Work Experience Program Student Guidelines/Requirements

How to Enroll:

The following steps ensure that your file will be considered complete and secure enrollment in the program:

- Return a completed application form to the Work Experience office
- Prior to the beginning of the semester, you may enroll through WebAdvisor or TelReg. During the first two weeks of the semester, the Work Experience Coordinator will review your application and give you an Add code to allow you to add through TelReg. After that period, you will receive an add form from the Work Experience Coordinator to take to the Admissions office to add the units.
- You must return a signed copy of this form (Information & Guidelines Sheet) to the coordinator.

How the Program Works:

- Students who currently have a job, are participating in volunteer work, or have obtained an internship are eligible to enroll in Work Experience.
- Students can visit the Work Experience office to fill out a general application and the program coordinator will assign the student to the appropriate course (general versus occupational and the appropriate number of units).
- Each student will then be assigned to work with a Faculty Advisor.
- The faculty advisor will meet with the student to review goals and explain how to create learning objectives. Students will work with their supervisor to create appropriate learning objectives and to complete them by the end of the semester.
- Grades or credit will be awarded at the end of the semester based on the successful completion of the set objectives and any projects assigned by the faculty advisor.

Guidelines & Requirements:

In order to receive full credit for Work Experience, students must adhere to the following guidelines:

- Students must be enrolled in at least 7 total units for the semester including work experience units. (The only exception is during summer session when students must be enrolled in at least one other course.)
- Your employer must be willing to support your participation in the Work Experience program and provide feedback to program staff and faculty.
- Students must be assigned to a faculty advisor and are responsible for scheduling an initial appointment with their faculty advisor.
- Once enrolled, any changes to your job/internship (changes in hours worked, job title or duties) **must be reported** to the Work Experience office. If you change employers you must fill out new forms (Work Experience application, Performance Agreement).

I have read and understand the Work Experience Program procedures and regulations for students and will comply.

Print your full name

Student ID

Sign your full name

Date



Work Experience Objectives Draft/Worksheet

Student Name: _____

Date: _____

Assignment: Complete this worksheet and bring it with you to the meeting with your work Experience Instructor. Review the “How to Write Learning Objectives” section of the Work Experience handbook for more information and additional examples.

Job Duties:

Please discuss with your supervisor the job duties you would improve or new areas he/she would like you to learn. Work experience credit is given for:

- learning new skills
- improving the quantity of output
- developing a new procedure
- improving existing skills
- solving a problem
- cross-training with other employees

List 4 job duties you could improve or learn. If you can only think of one job duty, list four actions you need to take to accomplish this task. You will need one objective for each unit of Work Experience you are enrolled in.

1. _____
2. _____
3. _____
4. _____

Create Objectives:

Turn the job duties you can improve or learn into your job objectives by following the outline. Each objective is equal to one unit of credit. Take a look at the example below, and then use the form on the back to write in your objectives in the proper format.

- A. **OBJECTIVE:** write in the job duty you have chosen
- B. **HOW:** For each objective, describe how you will accomplish this goal. What steps do you need to take or how will you learn it?
- C. **RESULT:** Determine what the results will look like when you have completed this objective.

Example:

1. **OBJECTIVE:** Develop interviewing skills
2. **HOW:** Observe interviewers, watch interviewing videotape, read how-to book about interviewing. Have supervisor observe my performance during an interview.
3. **RESULTS:** Complete this by November 1. Able to effectively interview candidates for department openings.



Work Experience Objectives Worksheet

(Pg 2)

Objective 1:

A. Objective: Starting _____, I will _____
Start of semester

B. How: _____

C. Result & Due Date: _____

Objective 2:

A. Objective: Starting _____, I will _____
Start of semester

B. How: _____

C. Result & Due Date: _____

Objective 3:

A. Objective: Starting _____, I will _____
Start of semester

B. How: _____

C. Result & Due Date: _____

Objective 4:

A. Objective: Starting _____, I will _____
Start of semester

B. How: _____

C. Result & Due Date: _____

Learning Objectives

How to write Learning Objectives

A learning objective is a measurable goal that you set for yourself to be accomplished through your work experience. It will require that you do one of the following:

- **Learn** a new skill
- **Develop** a new habit
- **Gain** new information

A Learning Objective is:

- **Understandable:** Written in clear, simple language, which communicates the meaning to all interested parties.
- **Challenging:** Difficult enough to stimulate interest and be worth college credit.
- **Achievable:** Capable of being accomplished within the prescribed period of time (one semester).
- **Measurable:** Specific enough to provide for the observation and verification of accomplishment.

For each objective you should be able to answer the following questions:

Question 1: What are you planning to achieve?

What is the task to be completed?

Why are you going to achieve this?

Question 2: How will it be completed?

What do you intend to do to accomplish your objective?

Question 3: How will the objective be measured or evaluated and by whom?

How will you know you have reached your objective?

Question 4: When will it be completed?

What is your deadline?

Outlining Your Objectives

In order to complete the Learning Objectives Worksheet, you need to breakdown each objective into four separate questions. The following pages show you how to complete these objectives one question at a time.

Question 1: What is the task to be completed?

Also, why is this objective valuable?

All learning objectives should use action verbs. The following is a list of action verbs that you may use to state the task you are going to complete:

<input type="checkbox"/>	Activate	<input type="checkbox"/>	Coordinate	<input type="checkbox"/>	Institute	<input type="checkbox"/>	Record
<input type="checkbox"/>	Adjust	<input type="checkbox"/>	Create	<input type="checkbox"/>	Instruct	<input type="checkbox"/>	Recruit
<input type="checkbox"/>	Aid	<input type="checkbox"/>	Decrease	<input type="checkbox"/>	Insert	<input type="checkbox"/>	Reduce
<input type="checkbox"/>	Analyze	<input type="checkbox"/>	Define	<input type="checkbox"/>	Introduce	<input type="checkbox"/>	Remove
<input type="checkbox"/>	Apply	<input type="checkbox"/>	Deliver	<input type="checkbox"/>	Investigate	<input type="checkbox"/>	Recognize
<input type="checkbox"/>	Arrange	<input type="checkbox"/>	Demonstrate	<input type="checkbox"/>	Learn	<input type="checkbox"/>	Repair
<input type="checkbox"/>	Articulate	<input type="checkbox"/>	Describe	<input type="checkbox"/>	Lengthen	<input type="checkbox"/>	Replace
<input type="checkbox"/>	Assemble	<input type="checkbox"/>	Design	<input type="checkbox"/>	Limit	<input type="checkbox"/>	Reduce
<input type="checkbox"/>	Assist	<input type="checkbox"/>	Detect	<input type="checkbox"/>	List	<input type="checkbox"/>	Report
<input type="checkbox"/>	Build	<input type="checkbox"/>	Develop	<input type="checkbox"/>	Locate	<input type="checkbox"/>	Reproduce
<input type="checkbox"/>	Calculate	<input type="checkbox"/>	Direct	<input type="checkbox"/>	Maintain	<input type="checkbox"/>	Research
<input type="checkbox"/>	Categorize	<input type="checkbox"/>	Display	<input type="checkbox"/>	Match	<input type="checkbox"/>	Review
<input type="checkbox"/>	Change	<input type="checkbox"/>	Devise	<input type="checkbox"/>	Modify	<input type="checkbox"/>	Revise
<input type="checkbox"/>	Check	<input type="checkbox"/>	Edit	<input type="checkbox"/>	Monitor	<input type="checkbox"/>	Rewrite
<input type="checkbox"/>	Collect	<input type="checkbox"/>	Establish	<input type="checkbox"/>	Motivate	<input type="checkbox"/>	Select
<input type="checkbox"/>	Combine	<input type="checkbox"/>	Estimate	<input type="checkbox"/>	Obtain	<input type="checkbox"/>	Separate
<input type="checkbox"/>	Communicate	<input type="checkbox"/>	Evaluate	<input type="checkbox"/>	Observe	<input type="checkbox"/>	Set up
<input type="checkbox"/>	Compare	<input type="checkbox"/>	Expand	<input type="checkbox"/>	Participate	<input type="checkbox"/>	Simplify
<input type="checkbox"/>	Compile	<input type="checkbox"/>	Explain	<input type="checkbox"/>	Perform	<input type="checkbox"/>	Summarize
<input type="checkbox"/>	Complete	<input type="checkbox"/>	Gain	<input type="checkbox"/>	Permit	<input type="checkbox"/>	Supervise
<input type="checkbox"/>	Compose	<input type="checkbox"/>	Identify	<input type="checkbox"/>	Place	<input type="checkbox"/>	Train
<input type="checkbox"/>	Compute	<input type="checkbox"/>	Illustrate	<input type="checkbox"/>	Plan	<input type="checkbox"/>	Translate
<input type="checkbox"/>	Conduct	<input type="checkbox"/>	Implement	<input type="checkbox"/>	Process	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Construct	<input type="checkbox"/>	Improve	<input type="checkbox"/>	Produce	<input type="checkbox"/>	Update
<input type="checkbox"/>	Contrast	<input type="checkbox"/>	Increase	<input type="checkbox"/>	Provide	<input type="checkbox"/>	Verbalize
<input type="checkbox"/>	Convert	<input type="checkbox"/>	Indicate	<input type="checkbox"/>	Prepare	<input type="checkbox"/>	Verify
<input type="checkbox"/>	Cooperate	<input type="checkbox"/>	Inspect	<input type="checkbox"/>	Rearrange	<input type="checkbox"/>	Write

Example: Increase sales by 15%.
 Modify invoice-filing system for better efficiency

Question 2: How will it be completed?

What do you intend to do to accomplish your objective?

Choose among the following list of phrases (or write your own) to describe how you are going to complete the objective.

Adaptation	Observation
Adapting classroom knowledge	On-the job training
Application	One-to-group sessions
Applying new/current skills	One-to-one session
Arranging	Operating
Assisting	Organizing information
Attending meeting/workshops	Participation planning
Case Studies	Practice
Client response	Reading
Concentration	Receiving
Consultation	Recording
Correspondence	Research
Customer response	Review
Decreasing errors	Sales method and techniques
Demonstration	Scheduling
Development	Seeking feedback
Discipline	Seeking information
Efficient use of time	Seeking input
Experience	Selling related items
Field research	Sorting
Following policies & procedures	Studying
Gathering information	Surveying
Increased awareness	The use of a journal or report
Increased communication	Through analysis
Increased product knowledge	Training
Increase productivity	Trial and error
Increased understanding	Updating
Instruction	Using display techniques
Interpreting	Using motivational abilities
Investigation	Using necessary materials
Learning new skills	Visitations
Making additions	Working with co-workers
Making corrections workouts	Workouts
Maximizing accuracy	Writing
Maximizing efficiency	

Example: Accomplish by learning new skills. Accomplished through study and research.

Question 3: How will it be measured or evaluated and by whom?

In almost all cases your immediate work supervisor will do the evaluation, so the statement may begin:

To be evaluated by supervisor through...

Accuracy	Increased
Client feedback	Inventory/stock checks
Company evaluations	Invoices
Comparisons	Observation
Co-worker feedback	Participants
Consultation	Personal Conferences
Control process	Program review
Critique	Progress report
Cross-checking	Recommendations
Customer feedback	Reductions
Discussion	Review
Drills	Review of reports
Health code standards	Sale receipts
Improved performance	Surveying
Increased accuracy	Testing
Increased efficiency	Verification

Example: To be evaluated by supervisor through review of reports.
To be evaluated by supervisor through discussion and customer feedback.

Question 4: When will it be completed?

What is the deadline?

Set a reasonable time in which to complete the objective. You may state the completion date as the final month of the semester.

Example: To be completed by June.
By June install 500 square feet of turf seed.

Sample Objectives

Objective 1: Develop a list of recommendations for reducing equipment failure. *(Problem-solving objective)*

How (Activities): Will investigate equipment failures and identify the cause of these failures.

Expected Outcome (Results): Make professional level presentation of findings to my supervisor.

Objective 2: Learn to deal effectively with angry, dissatisfied customers. *(Personal Improvement Objective)*

How (Activities): Observe others who deal with these customers well. Apply customer relations techniques learned from classes. Keep a log of how I handled situations.

Expected Outcome (Results): My supervisor will evaluate my handling of difficult customers through personal observation and a decrease of customer complaints.

Objective 3: Increase my speed and accuracy in the use of the cash register.

How (Activities): Improve my knowledge of merchandise prices and increase my finger speed in ringing up items.

Expected Outcome (Results): Expect to have a 25% reduction in errors and shorten customers waiting in line. I will be tested for accuracy at the beginning and end of the semester.

Objective 4: Train my department staff to use Microsoft Excel.

How (Activities): Prepare lessons and handouts. Schedule and conduct 6 one-hour classes.

Expected Outcome (Results): Department staff will be able to use Excel at a basic level by the end of the semester.

Work Experience Frequently Asked Questions (FAQ)

Q. What is Work Experience?

A. Cooperative Work Experience Education is the program's official title and it is a unique and vital program that lets you combine on-the-job training and actual employment with your regular college instruction. The goal of the program is to allow you, the student, to develop partial skills in the workplace using knowledge acquired in the classroom. In addition, many students have long-standing track records in the workplace and Work Experience can assist them to translate their excellent work habits into the tools for academic success. Work Experience is based on the principle that well educated individuals learn and succeed best through an educational program that merges classroom learning with practical "real life" experiences.

Q. What happens if I change jobs or change the number of hours worked during the semester?

A. Notify your coordinator immediately if there is any change in job status (duties, name of supervisor, change of phone number or address). You will most likely be able to remain in Work Experience, however the units earned may change.

Q. Do the Work Experience units count towards an AA or AS degree?

A. Yes, the units you earn in work experience do count as free electives toward a degree and Work Experience units are required to graduate or to receive a certificate in some areas. Check the major requirements or certificate requirements in the college catalog to be sure.

Q. Are the units transferable to the California State University and College System?

A. Yes, the units you earn in Work Experience program are transferable to the California State University (San Jose State, Hayward, etc). If you plan to go to the University of California (Berkeley, Davis, etc.) then Work Experience units are not transferable. If you are transferring to a private school then you need to check with that institution to find out if they accept Work Experience units.

Q. Can I get a letter grade?

A. Yes, and if you are planning to transfer, your institution may require that you work for a letter grade. In order to receive a letter grade in Work experience you need to make arrangements with your Faculty advisor and complete all assignments they give you. If you do not designate your desire for a letter grade, Credit/No Credit will be given.

Q. Are the units good for Veterans benefits?

A. Veterans enrolled in Cooperative Education must check with a Veterans counselor to determine if Co-op units qualify for Veterans benefits.

Q. Can I get into Cooperative Education without a job?

A. No, but the student who needs a job for Cooperative Education will be assisted at the Job Placement Office. Some students may qualify for Cooperative Education Internships, which will be advertised through the internship Program.

Q. Can I count hours from more than one job during the semester I sign up for Work Experience?

A. No, hours will only be accepted for one position, which you will identify on your application form.

Q. I don't have a paying job, but I do volunteer work. Will this count for work experience?

A. Yes, if your volunteer job duties relate directly to your academic major or long-term educational goals. You will need to volunteer at least 60 hours per semester for every unit of Work Experience that you take.

Q. What happens if I lose my job and can't work the required number of hours by the end of the semester?

A. You will receive Work Experience credit for the number of hours that you actually worked at your job.

Optional Timesheet (for Volunteer Positions)

Mission College
Cooperative Work Experience

Semester: Fall Spring Summer
Year: _____

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
Total Hours												

Total Semester Hours: _____

Use this sheet to track all hours worked during the semester:

Please Check (x) _____ PAID POSITION - 75 hours of work per semester = 1 unit
 appropriate box: _____ NON-PAID POSITION - 60 hours of work per semester = 1 unit

I certify that I have worked the hours indicated above:

Approved by Supervisor:

Student's Signature

Supervisor Signature

Print Name

Date

Print Name

Date



Date: _____

Dear Employer/ Supervisor:

Your employee or student intern _____ delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Cooperative Work Experience Education program. The purpose of this program is to help the student obtain on-the-job training that will make him/her a more efficient and valuable worker. At the same time the program provides a practical education that supplements the student's college education in a way that will directly benefit you and your organization now or in the future.

In order for this contribution to be documented for college course credit, the program requires that learning objectives that are validated by the employer be written at the beginning of the semester. Objectives are written with the intent of the student progressing and becoming a more valuable worker. Please discuss the learning possibilities with your employee and help write the objectives.

Once you have agreed upon the objectives with the student, they will be written in final form and you will be given a copy for reference and evaluation. The student will work to achieve the objectives during the semester, and these objectives will be used as the basis of his/her evaluation at the end of the semester. The Work Experience Instructor/Advisor from our campus will contact you to meet with you and the student to discuss the student's progress on the agreed upon objectives.

Mission College is always seeking to partner with local businesses to help students succeed. Our Internship Program is an excellent way to benefit your organization and the students by providing a learning experience. If you are interested in sponsoring an intern, please contact me at (408) 855-5171 or tien_phung@wvm.edu for more information.

Thank you for your cooperation. Your support of this student's education is greatly appreciated!

Sincerely,

Tien Phung
Interim Work Experience Coordinator
(408) 855-5170
tien_phung@wvm.edu

300 Mission College Blvd.
Santa Clara, CC 95054-1897
(408)988-2200

Work Experience Program Evaluation
(Tell us how taking Work Experience has helped you!)

Faculty Advisor's Name: _____ Date: _____

Student's Name: _____ __ FALL __ SPR __ SU

In order to continue improving the Cooperative Work Experience program, all students are required to complete a course evaluation. Your answers will help us to understand the effectiveness of the program and to make any necessary changes. It must be turned in to the Cooperative Work Experience office (Room C1-114) by the end of the semester. We appreciate your participation!

1. Has your participation in Cooperative Work Experience this semester helped you improve:

- | | | |
|---|-----------|----------|
| a. Your employer/employee relationship? | Yes _____ | No _____ |
| b. Your relationship(s) with your co-worker(s)? | Yes _____ | No _____ |
| c. Advancement opportunities | Yes _____ | No _____ |
| d. Salary and/or promotion? | Yes _____ | No _____ |
| e. Job skills | Yes _____ | No _____ |
| f. Career skills? | Yes _____ | No _____ |
| g. Professional growth? | Yes _____ | No _____ |

Examples/Comments _____

2. Do you feel that you have benefited from the Program? Yes _____ No _____

In what way(s)? Please be specific: _____

3. Are there any other suggestions you can provide to help us improve the Cooperative Work Experience Program? _____

4. What other career related information or services would have been helpful? (e.g. internship info, resume help, etc.) _____

5. How would you rate the service you received from your coordinator?
Outstanding _____ Satisfactory _____ Unsatisfactory _____ No Comment _____

- | | | |
|--|---------|--------|
| 6. Was your supervisor familiar with the Work Experience program before your enrollment? | Yes ___ | No ___ |
| 7. Did you need help developing learning objectives? | Yes ___ | No ___ |
| 8. Do you plan to enroll in Work Experience next semester? | Yes ___ | No ___ |
| 9. Would you like help in obtaining an internship? | Yes ___ | No ___ |
| 10. Did you receive help from the Work Experience office? | Yes ___ | No ___ |

Thank You!
Mission College Work Experience Program ~ (408) 855-5170
Room C1-114