

Internship / Work Experience Program

Student Handbook

Program Information and Assignments



San Joaquin Delta College
5151 Pacific Avenue
Stockton, California 95207-6370

Internship / Work Experience Office
Applied Science and Technology Division, Holt 140

Phone: (209) 954-5269

Monday - Friday
8:00 am - 5:00 pm

Internship / Work Experience Program

San Joaquin Delta College invites you to enroll in the Internship / Work Experience Program. Jobs are an integral part of a person's educational experience. In order to qualify for the Internship / Work Experience program, students must enroll in a course at San Joaquin Delta College (not required for the summer semester) and employed in a job either as a paid or unpaid employee. Many benefits may be derived from the program through the cooperation of you, your employer and San Joaquin Delta College.

Students may earn from 1 – 4 units of general college credit. The number of units requested from the program is dependent upon the number of on-the-job hours completed during the participating semester. If the student does not meet the minimum required on-the-job hours for the units requested, the student will receive non-credit for the units requested on the application.

The student must determine if the status is either **paid employment** or **unpaid / volunteer employment**. The student may not use both categories to earn units.

Paid Employment Status	Unpaid/Volunteer Employment Status
75 hours completed on the job = 1 unit	60 hours completed on the job = 1 unit
150 hours completed on the job = 2 units	120 hours completed on the job = 2 units
225 hours completed on the job = 3 units	180 hours completed on the job = 3 units
300 hours completed on the job = 4 units	240 hours completed on the job = 4 units

If you have any questions, please feel free to call the Internship / Work Experience office or come by during our regular office hours which are:

- Monday - Friday, 8:00 am - 5:00 pm.

San Joaquin Delta College
5151 Pacific Avenue
Stockton, Ca 95207- 6370

Applied Science & Technology Division
Internship / Work Experience Office: HOLT 140

Phone: (209) 954-5269

E-mail: Salvador Vargas, svargas@deltacollege.edu

or

Kymn Trujillo, ktrujillo@deltacollege.edu

Internship / Work Experience Program Assignments and Employer Evaluation

All assignments must be submitted to the office or mailed. Assignments cannot be faxed. An after-hours drop box is provided outside the division office.

The following blank forms for student's assignments are available in the **Student Handbook** for completion. The forms must be submitted to the Internship / Work Experience office by the **deadlines provided in the Student Application Packet and the website**.

The submission deadlines may be printed from the Internship / Work Experience website for the current semester at <http://www.deltacollege.edu/org/intern/index.html> .

Internship Program Assignments	Work Experience Program Assignments
<ol style="list-style-type: none"> 1. Student Learning Objectives 2. Monthly Report # 1 3. Monthly Report # 2 4. Monthly Report # 3 5. Final Report 6. Employer Evaluation* 	<ol style="list-style-type: none"> 1. Student Learning Objectives 2. Monthly Report # 1 3. Monthly Report # 2 4. Monthly Report # 3 5. Employer Evaluation*

***The Employer Evaluation is provided in the Student Application Packet.**

If the student needs another copy of the **Employer Evaluation**, please contact the Internship / Work Experience office or come by during our regular office hours which are Monday-Friday, 8:00 AM - 5:00 PM

- Failure to submit Student Learning Objectives, Monthly Reports, and the Employer Evaluation will result in non-credit. All assignments must have supervisor's signature.
- Termination of employment without re-employment in another job will result in non-credit as well as makes the student ineligible to participate in the program. Student must notify the Internship / Work Experience office of termination within a two-week time period.
- Failure to meet the **minimum number of On-the-Job hours** required for the number of units requested for the semester will result in non-credit.
- Employer Evaluation is not submitted by the employer / supervisor to the Internship / Work Experience office by the end of the semester will result in non-credit.

Student Learning Objectives

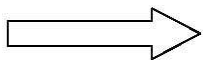
A learning objective is a measurable goal that you set for yourself to be accomplished through your Internship / Work Experience program. The student and his/her work supervisor establish the learning objectives.

The learning objectives will enhance and strengthen employee/supervisor communication by giving an opportunity for you and your supervisor to share ideas related to your career and educational goals. These objectives also can show your employer your willingness for taking more responsibilities.

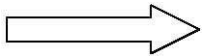
The student is required to write a minimum of four (4) learning objectives. All learning objectives MUST be approved and SIGNED by your on-the-job supervisor and submitted to the Internship / Work Experience office.

One **complete** Student Learning Objective will contain the following information:

- **What** do you want to achieve?
- **How** do you intend to accomplish this objective?
- **How** will the completion of the objective be evaluated or measure the progress?
- **When** are you going to complete this objective?



All four (4) learning objectives should reflect improvement of your job skills and/or performance on the job site.



Submit the white and canary yellow copies to the Internship / Work Experience office located in Holt 140.

Note:

ALL first time Internship / Work Experience students **SHOULD** attend an orientation seminar given by an Internship / Work Experience instructor explaining how to write the objectives. Register for this seminar in **Holt 140**, when you submit your application packet.

HOW TO WRITE STUDENT LEARNING OBJECTIVES

A student learning objective is a **specific and measurable goal, limited to a single accomplished result, and includes a completion date.**

For each complete student learning objective, you should be able to provide an answer to the following questions:

- **What** do you want to achieve?
- **How** do you intend to accomplish this objective?
- **How** will the completion of the objective be evaluated?
- **When** are you going to complete this objective?

A learning objective begins with an action verb and describes the activity to be accomplished.

EXAMPLES OF QUESTIONS FOR WRITING FOUR LEARNING OBJECTIVES

What do you want to achieve?

- Learning Objective # 1: I will learn to type 40 words per minute.
Learning Objective # 2: I will increase my productivity by 10%.
Learning Objective # 3: I will develop a customer relations file.
Learning Objective # 4: I will construct and develop a report system.

How do you intend to accomplish this objective?

- Learning Objective # 1: I will accomplish typing 40 wpm by spending an hour a day on drills and practice exercises.
Learning Objective # 2: I will increase my productivity by utilizing time management skills learned to reduce unused, wasted time.
Learning Objective # 3: I will develop a filing system and construct an information form to be filled out for each customer.
Learning Objective # 4: I will analyze the appropriate information that is needed to summarize monthly activities.

How will the completion of the objective be evaluated?

- Learning Objective # 1: I will track my progress by using a timed typing test each week.
Learning Objective # 2: I will submit a monthly production report to my supervisor.
Learning Objective # 3: I will review the contents of the customer relations file with my supervisor for any suggestions.
Learning Objective # 4: I will supply a copy of the report to my supervisor for review.

When are you going to complete this objective?

- Learning Objective # 1: I will accomplish my objective by the end of the semester.
Learning Objective # 2: I will complete each report by the end of each month.
Learning Objective # 3: I will complete the file by the 12th week of the semester.
Learning Objective # 4: I will complete the report by October 15th.

FOR EXAMPLE, THE FOUR COMPONENTS OF THE LEARNING OBJECTIVE # 1 ARE:

What are you planning to achieve? *I will learn to type 40 words per minute.*

How do you intend to accomplish this objective? *I will accomplish typing 40 wpm by spending an hour a day on drills and practice exercises.*

How will the completion of the learning objective be evaluated? *I will track my progress by using a timed typing test each week.*

When are you going to complete this objective? *I will accomplish my objective by the end of the semester.*

Once you have answered these questions, **write the objective in its final form.**

THEREFORE, THE FINAL FORMAT OF THE STUDENT LEARNING OBJECTIVE # 1 IS:

I will learn to type 40 words per minute by spending an hour a day on typing drills and practice exercises and track my progress documenting scores from timed typing tests. I will complete my objective by October 15th.

Internship / Work Experience Program

STUDENT LEARNING OBJECTIVES

Student Name: _____

I understand that the Student Learning Objectives must be measurable and that my Internship / Work Experience instructor and my work supervisor must verify that these are acceptable objectives relating to my job. One complete Student Learning Objective must provide the following information:

- **What** do you want to achieve?
- **How** do you intend to accomplish this objective?
- **How** will the completion of the objective be evaluated?
- **When** are you going to complete this objective?

A minimum of four (4) objectives are required. If you would like to submit more than four objectives, please attach an additional sheet to this form.

Student Learning Objective 1: I will improve my Microsoft Excel skills by practice exercises and my supervisor will evaluate by using my spreadsheet to produce by the end of the month for review and approval.

Student Learning Objective 2: I will effectively organize end of month bank deposit statements and enter figures on spreadsheets to be evaluated by my supervisor at the end of the day.

Student Learning Objective 3: I will review twenty bank statements for account balance accuracy by using the principles of accounting. My supervisor will review my findings at the end of each day and record my accuracy by the end of June.

Student Learning Objective 4: I will develop a customer relations file by designing a filing system and construct a contact information form to be filled out for each customer and review with my supervisor for suggestions by the 12th week of the semester.

WHITE: INTERNSHIP/WORK EXPERIENCE OFFICE

CANARY: STUDENT COPY

Internship/Work Experience Instructor Signature

Student Signature

Date

Supervisor Signature

Date

(Practice only - Please do not turn in)

STUDENT LEARNING OBJECTIVES WORKSHEET

LEARNING OBJECTIVE #1

What do you want to achieve? _____

How do you intend to accomplish this objective? _____

How will the completion of the objective be evaluated? _____

When are you going to complete this objective? _____

Write out Learning Objective in final format: _____

LEARNING OBJECTIVE #2

What do you want to achieve? _____

How do you intend to accomplish this objective? _____

How will the completion of the objective be evaluated? _____

When are you going to complete this objective? _____

Write out Learning Objective in final format: _____

LEARNING OBJECTIVE #3

What do you want to achieve? _____

How do you intend to accomplish this objective? _____

How will the completion of the objective be evaluated? _____

When are you going to complete this objective? _____

Write out Learning Objective in final format: _____

LEARNING OBJECTIVE #4

What do you want to achieve? _____

How do you intend to accomplish this objective? _____

How will the completion of the objective be evaluated? _____

When are you going to complete this objective? _____

Write out Learning Objective in final format: _____

Internship / Work Experience Program

STUDENT LEARNING OBJECTIVES

Student Name: _____

I understand that the Student Learning Objectives must be measurable and that my Internship / Work Experience instructor and my work supervisor must verify that these are acceptable objectives relating to my job. One complete Student Learning Objective must provide the following information:

- **What** do you want to achieve?
- **How** do you intend to accomplish this objective?
- **How** will the completion of the objective be evaluated?
- **When** are you going to complete this objective?

A minimum of four (4) objectives are required. If you would like to submit more than four objectives, please attach an additional sheet to this paper.

Student Learning Objective 1:

Student Learning Objective 2:

Student Learning Objective 3:

Student Learning Objective 4:

WHITE: INTERNSHIP/WORK EXPERIENCE OFFICE

CANARY: STUDENT COPY

Internship/Work Experience Instructor Signature

Student Signature

Date

Supervisor Signature

Date

Internship / Work Experience Program

MONTHLY REPORT #1

Return to HOLT 140

Student's Name: _____ Delta ID# _____

Company _____ Supervisor: _____

1. Describe the activities or tasks you have done during the past month towards accomplishing the learning objectives you set for yourself for this month or semester.

2. Indicate any problems you have encountered that have prevented you from accomplishing your student learning objective by your time line.

3. Describe your major accomplishment on the job during this last month.

4. Describe or list the type of activities or tasks you have been performing this last month.

Supervisor Signature

Date

Internship / Work Experience Program

MONTHLY REPORT #2

Return to HOLT 140

Student's Name: _____ Delta ID# _____

Company _____ Supervisor: _____

1. Describe the activities or tasks you have done during the past month towards accomplishing the learning objectives you set for yourself for this month or semester.

2. Indicate any problems you have encountered that have prevented you from accomplishing your student learning objective by your time line.

3. Describe your major accomplishment on the job during this last month.

4. Describe or list the type of activities or tasks you have been performing this last month.

Supervisor Signature

Date

Internship / Work Experience Program

MONTHLY REPORT #3

Return to HOLT 140

Student's Name: _____ Delta ID# _____

Company _____ Supervisor: _____

1. Review your student learning objectives and describe your accomplishments. If you were unable to meet one of the objectives, describe the status and what circumstance prevented you from reaching your objective.

Objectives: 1. _____

2. _____

3. _____

4. _____

2. Describe what you feel is the most important knowledge you have gained during your Internship/Work Experience this semester.

3. List some new learning objectives you have set for yourself as a result of your experiences this semester.

Supervisor Signature

Date

Internship Program Final Report Requirements

**ONLY STUDENTS ENROLLED IN THE INTERNSHIP PROGRAM MUST SUBMIT
THE FINAL REPORT**

GUIDELINES:

- Title page must contain title of report, your name, and date
- Must be typed and double spaced, place name in header of document and page number in footer of document.
- Type must be size 12 point font, including title page information
- Final Report must be submitted with Monthly Report # 3

Include these topics in your Final Report

- I. **Introduction**
Individual student learning objectives at the start of the Internship Program
- II. **Description of the Internship site**
Company, type of business, location, number of employees, major products or services, management structure
- III. **Internship Responsibilities**
Job duties, responsibilities, supervisor, co-workers, and business environment
- IV. **Internship Experience**
What did you learn about the job, about yourself, about the company, about your career preparation, about the career area, about seeking employment, about future employment in this career field? What were the positive experiences?
- V. **Recommendations**
List any recommendations for changes you would make for the Internship Program
- VI. **Future Plan**
Career preparation, education, employment, revised career plan, changes in career field

Internship / Work Experience Program Employer Evaluation

Student Name _____ Semester: XX

Please complete the following evaluation and submit to the Internship/Work Experience office by **December 8, 20XX**. This completed Employer Evaluation form is necessary for the student to receive credit for the Internship/Work Experience Program.

Attendance Record

Do not record the number of hours per week

Please record the **TOTAL** number of hours completed from **August 17, 20XX to December 8, 20XX**.

Total Number of Hours Student Completed from August 17, 20XX to December 8, 20XX

Evaluation of Student's Work

Please check the appropriate column

Characteristics	Outstanding	Above Average	Average	Below Average
Interest in Work				
Application				
Ability to Learn				
Working with Others				
Quality of Work				
Output of Work				
Reliability				
Initiative				
Profit from criticism				
Conduct				
Personal Appearance				

Supervisor Comments

 Supervisor Signature

 Print Name

 Date

 Position

 Organization

In compliance with Federal Disclosure Law this evaluation must be shared with the student if requested.

Internship / Work Experience Program Instructor On-The-Job Report

Semester: XXXX 20XX

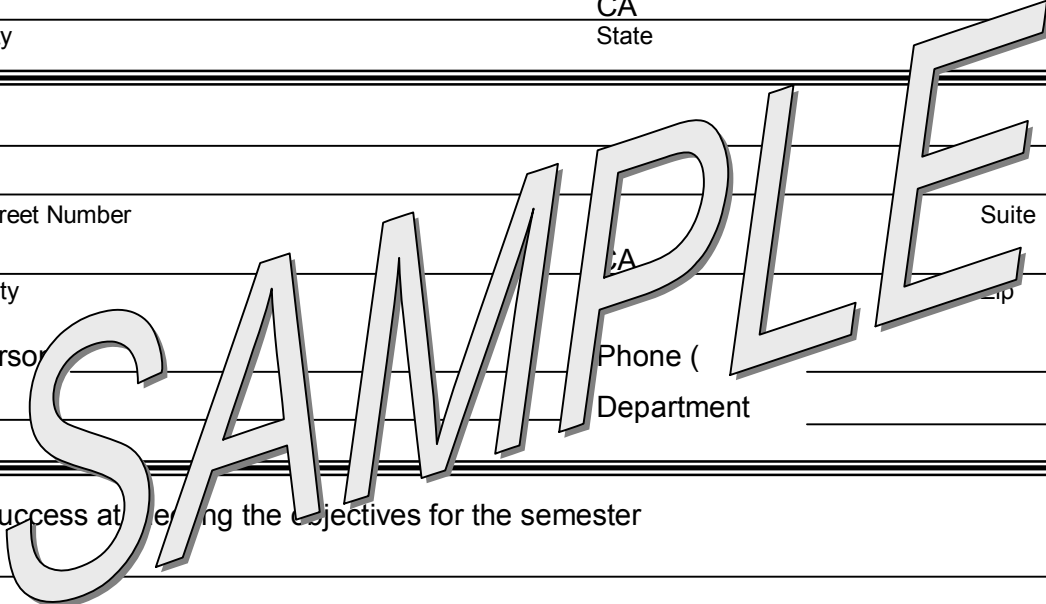
The Internship / Work Experience instructor completes the On-The-Job Report by **xx, xx, xxxx**. The completed Instructor On-The-Job Report is necessary for the student to receive credit for the Internship / Work Experience program.

Student Name _____

*Please Print all information clearly
and complete entire form*

Address _____
Street Number _____ Apt _____
City _____ CA _____
State _____

Company _____
Address _____
Street Number _____ Suite _____
City _____ CA _____
City _____
Contact Person _____ Phone (_____
Job Title _____ Department _____



Student's success at meeting the objectives for the semester

Overall description of the work setting and supervisors comments about the success of the program

Internship / Work Experience Instructor

Date

**INTERNSHIP / WORK EXPERIENCE PROGRAM EVALUATION
DUE END OF SEMESTER IN HOLT 140**

In order to better serve Internship / Work Experience students and to improve the program, it would be appreciated if you would complete this evaluation form. If you do not wish to be identified mail, send or fax this evaluation separate from other reports. **In no way will this evaluation reflect upon your required course work or whether you receive credit / non-credit.**

Check all that apply

I Enrolled	How did you learn about the program
___ 1. Because it is required for my certificate or degree program	___ 8. Campus newspaper
___ 2. To earn credit toward a certificate or degree program	___ 9. Signs in the classroom or campus
___ 3. Because it was recommended by my supervisor	___ 10. Counselor
___ 4. Because it was recommended by my instructor	___ 11. Instructor
___ 5. To earn transferable units to another college	___ 12. Friend
___ 6. To improve myself as an employee	___ 13. College catalog/ schedule of classes
___ 7. Other	___ 14. Other

1. Did you find your enrollment in the Internship / Work Experience Program beneficial?

Yes

No

Please explain below.

2. What recommendations do you have that would make the program more valuable to you?

3. Do you plan on enrolling in Internship / Work Experience in future semesters? If answer is no, why not?

4. After attending orientation, did you understand the program requirements?

Yes No Please explain below.

5. As a result of fulfilling your student learning objectives, did you learn new skills on the job?

Yes No Please explain below.

6. Was writing the monthly reports helpful in identifying what you accomplished while enrolled in Internship / Work Experience Program?

Yes No Please explain below.

7. Did the Internship / Work Experience Program improve your current skill set?

Yes No Please explain below.

8. As a result of Internship / Work Experience Program, did you have improved communication with your supervisor regarding your job performance?

Yes No Please explain below.

9. Do you have any comments on the Internship / Work Experience Program?
