

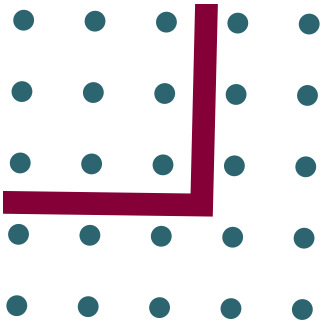


MONTEREY PENINSULA
College

WORK EXPERIENCE

Handbook





WELCOME

To **Work Experience @MPC**

Congratulations on taking the first step from college into your professional career. We are excited to be part of that journey with you and support you through our Work Experience Education program. This handbook will guide you through your course and provide you with a reference of what is expected and required of you, your employer, and your instructor to satisfy your course requirements.

This course is designed with your success in mind. Do not forget that your instructors are here to support you throughout this course and are your point of contact. We encourage you to reach out to us sooner than later if you need support or experience any issues with your job, internship, or volunteer experience.



MONTEREY PENINSULA
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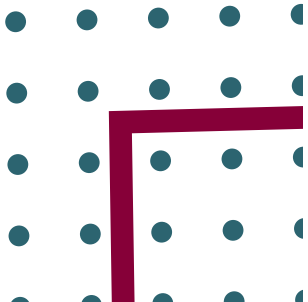
*BUSINESS &
WORK EXPERIENCE
EDUCATION*

Instructor

Lindsay Peelman, Ed. D.

To get started visit the MPC Work Experience Website and use the scheduler to book a one-on-one appointment with me during office hours.

Email is the best way to communicate. You can email me at lpeelman@mpc.edu





WORK EXPERIENCE CHECK LIST ✓

01

Have your employer sign an agreement

To begin this course you will need to have your employer or supervisor sign an agreement with MPC. This agreement is required to participate. Direct any employer questions to your instructor.

02

Set your learning objectives

To learn from your experience, you need a clear vision of what you are going to accomplish. You will set 3 measurable and specific goals with your supervisor and instructor before you begin your course.

03

Track your hours

Track your hours any way you would like. You can track them daily, weekly, or monthly. You can use a spreadsheet or the provided form. Your employer will need to sign off on them, Turn them to your instructor at the end of the course.

04

Schedule a worksite visit

You will need to schedule a virtual or in-person site visit including yourself, your instructor, and your supervisor. Schedule it early, don't wait until the end. Often it must be canceled or rescheduled due to illness or scheduling conflicts from one of the attendees.

05

Receive a performance evaluation

Part of this experience is asking your supervisor for an evaluation of your performance. No one is perfect or expects you to be. This is a tool that will help you grow. Return the evaluation to your instructor.

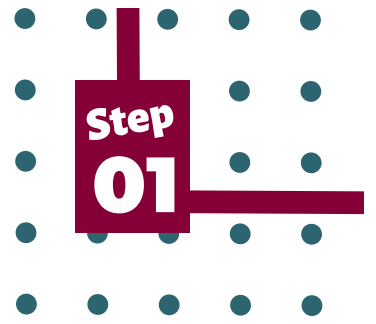
06

Reflect on what you have learned

The last step in this course is to write a paper or create a brief video reflection. You will look back at your course objectives, think about your experience, and look over your employer evaluation.



Your Work Experience COURSE



STUDENT INFORMATION

Student Name

Student ID

Student Email

Phone Number

SUPERVISOR INFORMATION

Workplace Name & Address

Supervisor Name

Supervisor Email

Phone Number

COURSE INFORMATION

Course Start Date

Course End Date

Course Name

Section

Units

Employer Letter of AGREEMENT

Step
01



MONTEREY PENINSULA
College

To: Work Experience Education (WORK) Employer / Supervisor

From: MPC Work Experience Education Office lpeelman@mpc.edu

Subject: Employer / Supervisor Letter of Understanding

Dear Employer:

The employee / intern / volunteer delivering this letter to you has demonstrated an interest in improving professional skills by enrolling in the Work Experience Education (WORK) program at Monterey Peninsula College (MPC). The purpose of our program is to encourage students to seek new or expanded learning opportunities at their job / internship / volunteer experience that will make them more efficient, valuable employees / interns.

Through WORK students have opportunities to utilize many of the skills learned in the classroom. The program gives you, the employer / supervisor, the opportunity to make a contribution to your employee / intern / volunteer's college education in a way that will directly benefit you and your organization.

In order for this contribution to be documented for college credit, workplace-learning objectives must be written at the beginning of the term. Workplace learning objectives are skill/project-based learning opportunities that take place on the job during the normal work schedule. The objectives should involve new or expanded responsibilities for your employee / intern / volunteer and must be briefly documented in this packet.

We are asking you to participate with your employee in selecting meaningful objectives. This is an opportunity to encourage your employee to develop new skills that may be valuable to your organization. Your partnership in this program is critical. Your assessment of progress makes up 25% of the student's grade. Recognizing your time is as valuable as your involvement, we have streamlined your required participation.



Employer Letter of AGREEMENT

At the beginning of the term:

- Sign and return this letter to the student.
- Collaborate with the student to develop objectives/projects.

During the term:

- Meet with the faculty advisor, at your facility, to briefly discuss the student's progress. The meeting will take no more than 15 to 30 minutes.
- Verify the student's work hours throughout the semester.

By the end of the term or upon completion of the projects:

- Rate the student's accomplishments on the evaluation in this packet.
- Verify the number of hours worked.
- Date and sign the "end-of-term" agreement (last form in this packet).

Respectfully,

The WORK Experience Education Team

Work Experience Faculty Contact for Students & Employers
Lindsay Peelman, lpeelman@mpc.edu (831) 646-4074

Please Sign Here

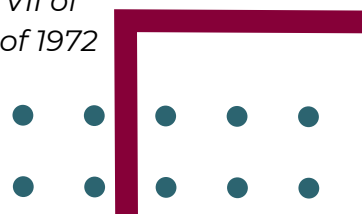
Employer's Acknowledgment Statement

I have read the Employer/Supervisor Letter of Understanding. This student's job / internship / volunteer experience complies with all federal and state employment regulations and offers a reasonable probability of continuous work during the current term. I am willing to serve as a WORK supervisor by providing the supervision and guidance necessary to ensure the maximum educational benefit from this work experience.

Supervisor's Name (Print): _____

Supervisor's Signature: _____

Monterey Peninsula College is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws.



Create Learning OBJECTIVES

Step
02

Learning Objective 1



Learning Objective 2



Learning Objective 3



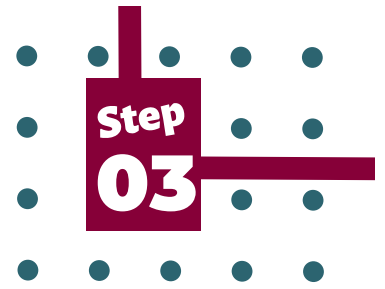
Writing Strong Learning Objectives

1. What are you going to attempt?
2. How do you intend to do it?
3. When are you going to complete it?
4. What specific measurement will be used to evaluate how well you accomplished your objectives?

Pro Tips

Track Your HOURS

Option 1 Electronically



Please use the spreadsheet provided in your enrollment email to track your hours. Be sure that you track the activity you are working on and link the work to one of your learning objectives. The spreadsheet is *view only*. Follow the instructions at the top to make a copy and store it in your folder.

The screenshot shows a spreadsheet with the following structure:

- Instructions:**
 - 1) Make a copy of this file for you to edit. Choose File > Make a Copy and under Folder navigate to your WORK folder to store it there
 - 2) In the file name, change YourNameHere to your LastName, FirstName
 - 3) Then delete the instructions in the top three lines of this file (including this line)
 - 4) Round hours to the nearest 0.5, link your task/work to your objectives, and have your hours verified by a supervisor/advisor at the end of the semester.
- Summary Row:**

Date			Hours Worked	Activity	Total Hours:	0 Objective
-------------	--	--	---------------------	-----------------	---------------------	--------------------
- Example Row:**

Example:	6/1	8	Don't delete, this line is set to not count in total: Kickoff meeting (put the meetings you actually attended or time spent reviewing video etc)		Learning Objective 1
-----------------	-----	---	--	--	----------------------
- Data Rows:** Multiple rows with dropdown menus for dates, hours, and activity descriptions, and a dropdown menu for learning objectives.

Your attention to detail tracking your work will be reflected in your grade. Your hours will automatically tally at the top of the sheet where it says *total hours*.

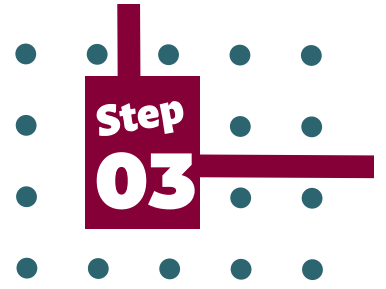
This close-up shows the dropdown menu for the learning objectives column. The menu is open, displaying the following options:

- Learning Objective 1
- Learning Objective 2
- Learning Objective 3

Track Your

Option 2 Manually

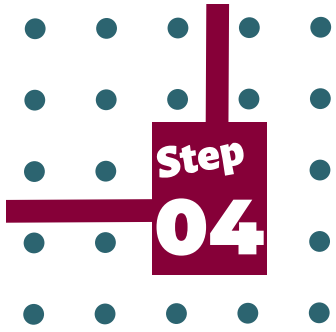
HOURS



Date	Activity / Objective	Time In	Time Out	Total Hours

If you need more space you can print more of these individually.





Schedule Your SITE VISIT

YOUR WORKSITE VISIT

A network of support

Supervisor

Instructor



Student

We will have an in-person or virtual site visit during your work experience course.

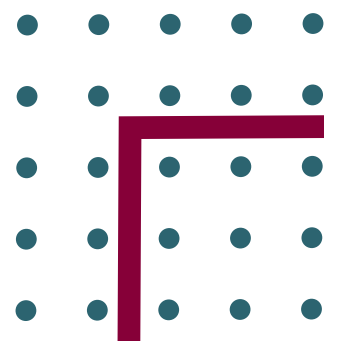
The venue depends on your geographic location, your supervisor's availability, and proximity to the college.

With the advent of remote work, we have seen an increase in remote internships. We recognize that jobs / internships / volunteer experiences come in different forms. We are here to support you and not make things more difficult. We will meet briefly about what you have been working on and discuss your objectives.

Schedule this early and invite your supervisor and instructor at a time that works for everyone. Do not wait until the last minute. When scheduling a meeting for three people things can come up and rescheduling should be accounted for time wise.

Worksite Visit Date & Time:

**LET'S ALL
Get Together**





Have Your Supervisor EVALUATE

Please rate the student's performance in the following areas:

1- Unsatisfactory, 2- Needs Improvement, 3- Satisfactory, 4- Commendable, and 5- Outstanding

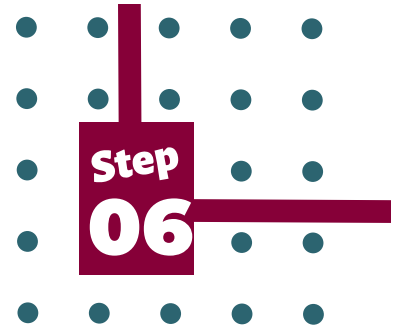
Fulfillment of Learning Agreement Goals & Objectives.	1	2	3	4	5	N/A
Sensitivity toward people with whom they worked.	1	2	3	4	5	N/A
Responsibility for regular attendance / punctuality.	1	2	3	4	5	N/A
Quality of performance of tasks and activities.	1	2	3	4	5	N/A
Adaptability to change (i.e. scheduling, agency needs, etc.).	1	2	3	4	5	N/A
Benefit of service provided to agency.	1	2	3	4	5	N/A
Respect for confidentiality.	1	2	3	4	5	N/A
Awareness of agency mission & role in the community.	1	2	3	4	5	N/A
Enthusiasm for service activities.	1	2	3	4	5	N/A
Commitment to completing tasks.	1	2	3	4	5	N/A

Please explain any less than satisfactory ratings (i.e. rating of 1 or 2).

Please comment on the student's strengths and any areas for improvement that may assist the course instructor in evaluating the student's ability to enter, participate in and exit your community agency responsibly and sensitively. Is there anything the student did that was particularly creative or noteworthy? Feel free to continue comments on other side of form.

Please complete and return this evaluation to the student so they can deliver it to faculty the last week of classes. This evaluation will be considered in assessing the student's performance in their work experience education course.

Write Your REFLECTION



REFLECT

What did you learn?

It is in reflection when we learn...

Use your three objectives from your objective form to write a reflection paper about your work experience.

Write a 3-page reflection paper

- APA, 12pt font
- Times New Roman
- Double Spaced

Ask yourself these types of questions when reflecting:

- What did I learn and experience during my internship?
- Did I meet my learning objectives?
- What feedback did I get from my supervisor?
- What will I take away from this experience?

Your reflection is more for you than me.

When you reflect on experiences, we can learn from the work we have done. It is a fantastic way to improve upon your professional skills and a practice you should take with you into your career.

Write your paper in a Google Doc or upload a Word Document to the Google Folder you were assigned in your initial meeting.

Optional Release of MEDIA



MODEL RELEASE FORM

This is an optional request. There will be a virtual or in-person site visit scheduled during your course. When we collect student stories and share them it shows other students that they too can do what you are doing. Sometimes that is all a student needs to believe that they can take their first professional step. We also use student stories to share to foundation donors.

By signing this form, I give permission to Monterey Peninsula College (MPC) and Monterey Peninsula College Foundation to use any photography or video in which I appear (or text I have supplied) for any college-sponsored or related publication, advertisement, commercial, or media presentation used in promotion of MPC. I also understand that no royalty, fee, or other compensation shall become payable to me for any reason for such use.

STUDENT

Student Name (Print)

Student Signature (Sign & Date)

Student Email

Phone Number

Student Home Address

SUPERVISOR

Supervisor Name (Print)

Supervisor Signature (Sign & Date)

Getting Started in Your NEW ROLE



IS IT A JOB IS IT AN INTERNSHIP?

Advocating for yourself and knowing your rights is part of the professional process. Your employer or supervisor should review a few documents.

[Fact Sheet #22](#) and [Fact Sheet #71](#). In addition, you want to request the same onboarding an employee would receive regarding workplace conduct, sexual harassment policies, how to report an issue, and more. Here are some considerations for onboarding an intern and how to support their success from the start. If your supervisor is unsure where to start have them review this document.



01

Plan an Orientation

Plan a comprehensive orientation for a new intern to ensure they understand your company culture and their role within the team. This will include an introduction to staff and a review of company policies.

02

Assign a Supervisor

Assign a dedicated supervisor to guide the intern through their tasks and provide regular feedback. This mentor will be responsible for setting expectations and helping the intern navigate their projects effectively.

03

Determine Specific Job Functions

Clearly define the specific job functions the intern will be responsible for, ensuring these tasks align with both their learning goals and the team's needs. This clarity will help the intern contribute meaningfully while gaining relevant experience.

04

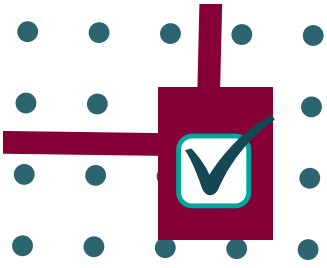
Create a Schedule

A structured schedule should be created for the intern to balance their daily tasks and learning opportunities efficiently. This includes setting aside time for training, project work, and regular check-ins with their supervisor.

05

Provide Equipment Needed

Ensure that all necessary equipment, such as a computer, software access, and office supplies, are provided to the intern before their start date. Having the right tools will enable them to perform their job effectively from day one.



TURN IT IN

To **Work Experience @MPC**

Congratulations!

You completed your Work Experience Education course. Did you like it? Consider enrolling again next semester.

To complete this course, you must turn this packet in to your instructor with all signatures and documents. Your instructor created an electronic folder for you when you began the course. All documents are turned in to the Google folder.

Your folder also needs to have your reflection assignment complete and uploaded. If you have any issues uploading your documents or need help reach out as soon as possible.

Work cannot be accepted after midnight on the last day of the course. Plan ahead and pay attention to your course dates.



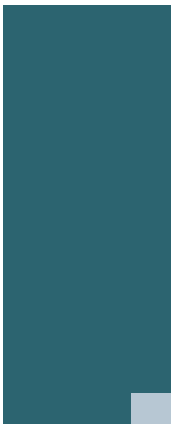
If you need help visit the MPC Work Experience Website and use the scheduler to book a one-on-one appointment during office hours.



**Final Signatures
Certifying Hours
Worked and
Student Evaluation**

Student Signature & Date

Supervisor Signature & Date



MONTEREY PENINSULA
College

Email is the best way to communicate. You can email me at
lpeelman@mpc.edu

