

Work Experience Paperwork

Please complete documentation through Adobe Sign software links (provided next to each document name) or by downloading the PDFs (PDFs available here: <https://www.mtsac.edu/instruction/officeofinstruction/workexperience/>) of each form and e-mailing the documents to lwinston3@mtsac.edu with your A# and CRN.

Step #1:

Gain Instructor Approval (list of Instructors/Professors:

https://drive.google.com/file/d/1fFOLxCtWuBkEOYGOX3_LlbKTdg7f_b8l/view?usp=sharing
)

Step #2:

Complete the video Orientation and assessment:

https://docs.google.com/forms/d/e/1FAIpQLSdASwaHe4Ur58_lciCFsjblqanRWzHkePmJoFofAl32BW1zNQ/viewform?usp=share_link&ouid=113620228649053980352

Step #3:

Utilize Paperwork Guide and Orientation to assist you in filling out the paperwork:

<https://www.mtsac.edu/arts/workexperience/pdf/updatedstudentpaperworkguide.pdf>

Steps #4-#6 must be completed prior to enrollment clearance –

Step #4:

https://mtsac-edu.na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbLqZhBA0h-5Z_1j8tyl2ceZcEjsliJzspJjxv0K5ek-KiqFaxZ56N52ek2ThAHEksDNlyA*

Complete General Information Form

Step #5:

https://mtsac-edu.na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCNGNfNT4v5nZtbPm0EeSpoqBZEFC4gso_y81MNKPKrNav1FPdXhgUL79qRjBje0SA*

Complete Learning Contract

Step #6:

https://mtsac-edu.na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDCkf9WD3bmf4qUqbUJUJyqRsON8aWAsihkl-vs-Q0iNNo1oKLwTm0srjLm0NazmZk*

Complete Program Waiver

Step #7:

Career Specialist Provides Course Clearance (once documents are received)

Step #8:

Provide Monthly Timesheets for each month on the job site

https://mtsac-edu.na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhABrvVrpNQ6kbf7m3X1NUFm57sYjEiBtQm97rxrc36UgVDWhDgzYXlmiEGlTgnJuLA*

Step #9:

Complete Mid-Term Review with your Instructor/Professor

https://mtsac-edu.na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCoJflCPUAGOlk45PS2Uyk0xyfl17J_-jv-A2eHL6p6AH39JrRZZC8OJDloHpnaT0w*

Step #10:

Complete Final Review with Supervisor

https://mtsac-edu.na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhA3ZnedOHdYJD8JyfDnq8KOWclCXSTuxARa5q_11GUMDwDeQLFzLeWAAgl7i1F9cSA*

Need help with the paperwork? Schedule an appointment! Use this link:

<https://tinyurl.com/uvxywjnj>

Quick Questions? E-Mail lwinston3@ mtsac.edu