

WORK EXPERIENCE

Please complete the documents through either Adobe Sign (QR codes - the final version of each form, once completed by all parties, will be sent by automatic process to your e-mail address. You must then save them and e-mail them) OR by downloading, saving, and e-mailing the PDF (see bottom of page for download link)

Start Here



Instructor Approval

Enrollment in Work Experience requires approval of the Instructor of record for the course, as well as a site location for your Work Experience and a supervisor for your site work.
tinyurl.com/4nzffa6x



Orientation

All students must either view the on-demand virtual orientation with coordinated assessment tinyurl.com/bdhu3hh9 or schedule a live virtual or in-person Orientation with the Career Specialist.



tinyurl.com/uvxywjnj



Download Paperwork Guide

This paperwork guide will assist you with completing the Work Experience paperwork.
tinyurl.com/ym7t5vuh



Required Before Enrollment:
Email next 3 forms to: lwinston3@mtsac.edu
*Include your A# and the CRN



Program Waiver

Ensures we have on record who is responsible for worker's compensation coverage for your Work Experience.
If under 18, provide Parent/Guardian information at the end, if not, SKIP
tinyurl.com/z32axeet



Learning Contract

Sets goals and expectations between you, your site, and your instructor for Work Experience.
Will request your INSTRUCTOR and SUPERVISOR'S information at the end
tinyurl.com/4zxpshsp



General Information Form

Provides general information about you, your course, and your site.
Will request your INSTRUCTOR'S information at the end
tinyurl.com/3efvwkss

Career Specialist Provides Course Clearance

Pay close attention to the "Assign to next Participants" box instructions!

Participant 2
Please enter the e-mail address of your Work Experience course INSTRUCTOR. Do not skip this step!

First name	Last name
Email address	Confirm email address

[+ Add Message](#)

Participant 3
Please enter the e-mail address of your Work Experience Site SUPERVISOR. Do not skip this step.



Monthly Timesheets

One timesheet per each month of Work Experience. Keep your own record of hours you worked throughout the month. On the final day of the month, submit the digital document as you would a timesheet at a job
tinyurl.com/2mt2bw62



Mid-Term Review

You will work with your Instructor to complete a Mid-Term Review at the middle of the term, to check on your progress.
tinyurl.com/4d96rpt2



Final Review

Your supervisor will complete a final review of your Work Experience performance.
tinyurl.com/r2nu4kr8

All Forms Also Available as Downloadable PDFs:



www.mtsac.edu/instruction/officeofinstruction/workexperience/