Mt. San Antonio College
Work Experience/Internship Education
Learning Contract and Site Agreement

The purpose of the agreement is to assure that there is mutual understanding of the goals and objectives of the work experience/internship education program as an organized plan whereby the student will be afforded practical on-the-job experiences correlated with their college instruction.

The WE/Internship Site agrees that the learning objectives listed below are appropriate for the student, and that the site will, to the best of their ability, provide the student with the time, training, resources and facilities necessary to accomplish the objectives.

The WE/Internship Site agrees to provide adequate supervision, to provide new and varied job experiences which, when coordinated with related course work, will help the student gain valuable job knowledge, attitudes, and skills toward the planned objectives of the program, to provide on-going feedback to the student, to meet with the instructor at least once during the term, to participate in the evaluation of the student's progress, and to verify the total number of hours worked. Pay and work schedule are to be determined by the site who is in no way obligated to give the student preferential treatment because of this agreement.

The WE/Internship Site agrees to provide worker's compensation coverage for students enrolled in work experience/internship education who are being paid a wage or salary by the site.

The WE/Internship Site agrees to promote equal opportunity employment. Total commitment on the part of the site toward equal opportunity employment will apply to all people without regard to race, color, religion, sex, national origin, marital status, medical condition (cancer related), disability, age, sexual orientation, or Vietnam era veteran status.

The College agrees to provide worker's compensation coverage for students enrolled in work experience/internship education who are not being paid a wage or salary by the site. Coverage extends to hours worked at the site only and does not cover off-site travel.

The Professor agrees that the learning objectives listed below are appropriate for the student and are of sufficient challenge for a college level course. The professor is obligated to coordinate the student's college instruction with their on-the-job training and to assist the site in evaluation of the student's achievement and progress. The professor will award appropriate college credit for successful performance of work experience/internship.

The Student agrees that the learning objectives listed below are the basis for the work their work experience/internship assignment and will pursue their accomplishment while at the site.

The Student agrees to comply with all regulations pertaining to conditions of employment as are applicable to other employees, keep regular attendance, continue to make normal progress in their education program, cooperate with all parties, and abide by all implied and stated terms of this agreement.

The student plans to accomplish the following objectives (at least 1 objective per unit) through learning experiences. The learning objective must be measurable.
(to be completed by professor in consultation with the student)
Please enter Objectives on Final Evaluation Student Work and Hours Report

Objective 1*:

What will be learned?

(indicate the criteria for success)

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Objective 2*:

What will be learned?

(indicate the criteria for success)

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Objective 3*:

What will be learned?

(indicate the criteria for success)

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Objective 4*:

What will be learned?

(indicate the criteria for success)

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This agreement has been reviewed and approved by the undersigned:

Student Name (Printed)	Professor Name (Printed)

Student Signature	Date	Professor Signature	Date

WE/Intership Supervisor/Mentor Name

WE/Internship Supervisor/Mentor Signature   Date

Site Name