



Maui Community College

University of Hawai'i System



COUNTY OF MAUI COOPERATIVE EDUCATION PROGRAM INFORMATION DOCUMENT 1

FOR THE COUNTY OF MAUI INTERNSHIP SUPERVISOR

2007 - 2008 _____

(semester)

Welcome to the County of Maui - MCC Cooperative Education Program and thank you for agreeing to be the Co-op internship supervisor. **Please sign and return the Memorandum of Understanding (Form 1) which the intern will provide after you have reviewed Document 1.**

The information in Part I is designed to help you understand the purposes and objectives of the Co-op program and the important role that you, as the work-based learning instructor, play in the success of the student intern's learning and development. In addition, it describes in general the nature of the County of Maui internship program. No doubt, many, if not all, of the ideas contained in Part II on the internship supervisor roles and responsibilities are issues of importance to you and that you currently address in the regular training and supervision of your employees. We hope that this information will serve to reinforce and / or augment your on-going efforts to train and develop effective and productive employees and, especially, to enhance the learning and growth of the Co-op intern.

PART I: GENERAL INFORMATION

A. WHAT IS CO-OP?

- a unique educational experience combining traditional classroom learning with "real world" learning opportunities occurring in the internship environment.
- a tri-part relationship involving cooperation between the employer, the student, and the College to create a bridge between classroom learning and employment.

B. HOW DOES CO-OP BENEFIT THE EMPLOYER?

- enhance employee performance and motivation since work performance and achievement of learning/performance objectives is considered along with the instructional component in determining the student's final grade.
- availability of support and assistance from the Co-op instructor and other related faculty.
- opportunity to be involved in the educational process and provide direct input to the College about employer's training needs.
- observe the potential and performance of prospective permanent employees.
- reduce recruitment costs.
- reduce basic training needs because the majority of Co-op students acquire basic technical skills and knowledge through classroom learning before enrolling in Co-op.
- increase employee retention and motivation because Co-op students seek employment opportunities in their fields of academic and career interest.

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Maui Community College does not discriminate on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court records, sexual orientation, or status as a covered veteran.

(DOCUMENT 1 County Supervisor - Rev 12/07)

C. HOW DOES CO-OP BENEFIT THE STUDENT?

- gain experience and on-the-job training in the student’s field of academic and career interest.
- apply and integrate theories and skills learned in the classroom to real situations.
- develop skills, attitudes, insights, and behaviors necessary for success and effectiveness in the County.
- develop and / or enhance understanding and functioning of the student’s role as a contributing member of a team.
- develop self-confidence and self-esteem as a professional in the field.
- validate the student’s academic and career choice.
- establish networks and credentials for future employment and / or career advancement opportunities.
- earn money to pay for educational expenses.
- earn academic credits.

D. WHAT IS REQUIRED FOR THE COUNTY INTERN TO EARN ACADEMIC CREDITS?

- complete a minimum number of hours during the training period (approximately 225 hours for 3 academic credits; 150 hours for 2 credits; 75 hours for 1 credit).
- attend and participate in seminars as arranged with Co-op instructor.
- complete related documentation of the internship and class assignments, including a Career Portfolio.
- successful project-based performance.

E. HOW ARE COUNTY INTERNSHIPS ESTABLISHED?

- may be program initiated: Co-op instructor initiates establishment of Co-op internship placement with department; instructor and supervisor jointly agree on training opportunities and conditions; supervisor sets appropriate qualifications and requirements for Co-op intern; supervisor select(s) from among qualified candidates referred by Co-op and designs the project-based activities with the selected intern.
- may be County department initiated: supervisor contacts Co-op to discuss setting up an internship; remainder of the process same as program initiated.

F. WHAT ARE THE RESPONSIBILITIES AND EXPECTATIONS OF THE CO-OP PARTICIPANTS?

1. THE INTERN:

- comply with regulations and policies of the internship site and the College
- accountable to internship supervisor for regular and / or agreed upon special expectations and responsibilities.
- subject to and included in all regular and / or agreed upon special personnel policies and procedures.
- accountable for agreed-upon project-based outcomes and Co-op course assignments and requirements.
- participate as a fully contributing member of the internship team.
- make the best use of learning opportunities provided by the internship site.

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2. THE COUNTY INTERNSHIP SUPERVISOR:

- conform to all Federal and State regulations regarding non-discrimination and affirmative action as defined in the University of Hawaii policy (see current Maui Community College catalog).
- provide Co-op intern with regular and /or agreed upon special orientation, training, and supervision.
- provide a well-defined project description.
- provide safe environment and conditions and appropriate training.
- provide on-going mentoring and regular feedback to Co-op intern and Co-op instructor about intern's performance and growth.
- assist intern to establish and accomplish appropriate project-based objectives which will contribute to the intern's occupational / professional growth and development.
- assist intern to successfully complete specific Co-op course requirements as follows:

It is the intern's responsibility to initiate the completion of all forms, to provide the necessary forms to be used, and to ensure that they are submitted to the Co-op office by the designated deadlines. The County of Maui Co-op program has additional requirements because of its special status. International students on F-1 visas also have additional conditions to comply with for off-campus internships.

a. **Internship Description and Project-based Objectives (standard Co-op form):**

- provide copy of existing internship description or assist intern in developing a written description.
- assist intern to establish relevant project-based objectives related to the position.

b. **Project Tracker (standard County Co-op form):**

- certify project period on form which intern is responsible for completing and maintaining.

c. **Internship Supervisor's Evaluation of Intern's Performance & Completion of Project-based Objectives (standard Co-op form):**

- complete mid-term and final evaluations and review with intern.

d. **Co-op Instructor Internship Site Visits and Other Consultation on Intern's Performance.**

- provide opportunities for Co-op instructor to visit and observe intern.
- instructor responsible for requesting and making prior arrangements with internship supervisor for site visits that meet their regular schedules and obligations.
- internship supervisor encouraged to request support and assistance from Co-op instructor to resolve any conflicts or concerns about intern's performance.

e. **Other Related Assignments / Internship Learning Activities:**

- provide intern with information and / or assistance in completing other assignments such as health and safety.

3. THE CO-OP INSTRUCTOR:

- provide internship placement assistance to students, as needed.
- assess appropriateness of individual internship.
- monitor learning and performance of Co-op intern through regular contact with internship supervisor.
- provide related classroom instruction.
- provide job coaching and / or counseling to intern, as needed.
- provide consultation and assistance to internship supervisor in conflict situations and / or other project concerns involving Co-op intern.
- provide linkage between internship sponsor and MCC faculty and other College resources to help meet sponsor's training needs.

- evaluate intern's overall performance and achievement and assign grade and credits for the semester.

PART II: COUNTY INTERNSHIP SUPERVISOR'S CHECKLIST

1. _____ Provide the intern with **safe conditions and environment**, including orientation and training about proper and safe use of equipment.
2. _____ Provide **training and learning opportunities** that are meaningful and relevant to the intern's career / educational interests and objectives and which, in turn, will enhance the intern's effectiveness and productivity.
3. _____ Conduct an **orientation** which includes introducing the intern to his / her colleagues and orienting the intern to the duties and expectations, environment, safety rules and procedures, company policies (including sexual harassment and substance abuse, and appropriate attire) and regulations and other essential information in order that the intern will be able to efficiently and effectively fulfill his / her project responsibilities.
4. _____ Assist the intern to develop **relevant project-based objectives** and provide appropriate assistance necessary for the intern to successfully accomplish those objectives.
5. _____ Provide **supervision and monitoring** of the intern's performance to ensure safety and proper completion of assignments and responsibilities.
6. _____ Provide **feedback** to the intern and Co-op instructor. Internship Supervisors will be asked to complete evaluations mid-way through and at the end of the training period.
7. _____ Verify the intern's **Co-op project hours**.
8. _____ Maintain **communications** with the intern's Co-op instructor in person or other methods.
9. _____ Assist in the completion or verification of standard **Co-op forms and assignments**.

As the semester proceeds, you will receive further information. Additionally, within the next few weeks, the intern's instructor will be contacting you to discuss your Co-op participation.

It is the belief and experience of the Co-op faculty that participation in Co-op will contribute to the intern's motivation, productivity, and effectiveness on the project(s), and, as importantly, his / her career growth and development. The College, through its Co-op staff and other program faculty, will strive to provide the necessary support to you to ensure that your participation in the program will be of benefit to your organization. Mahalo for your cooperation and assistance with this valuable partnership.

Walette Garcia Pellegrino
 Cooperative Education Coordinator
 Associate Professor
 984-3239
 Ka Lama 111
walette@hawaii.edu

MCC Cooperative Education Program (Co-op)
 Ka Lama 112 (Main Office)
 310 Ka`ahumanu Avenue
 Kahului, HI 96732
 984-3328 244-3228 (fax)

Due to the special nature of the County of Maui - MCC Cooperative Education Program partnership, there will be different and / or additional requirements to fulfill.