



# Maui Community College

University of Hawai'i System



## COUNTY OF MAUI COOPERATIVE EDUCATION PROGRAM INTERNSHIP DESCRIPTION AND PROJECT-BASED OBJECTIVES – FORM 3 2007 – 2008 \_\_\_\_\_ (semester)

Student \_\_\_\_\_ Major \_\_\_\_\_ # of Co-op Credits \_\_\_\_\_  
 Position \_\_\_\_\_ Stipend \_\_\_\_\_  
 County Department/Division \_\_\_\_\_ Phone \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ Phone (if different) \_\_\_\_\_  
 Address \_\_\_\_\_

### PART I: DESCRIPTION OF INTERNSHIP (may attach County of Maui Intern Request Form)

Minimum Qualifications for Internship:

- a. Education / Training:
- b. Work Experience:
- c. Special Skills:
- d. Other (e.g., licenses, etc.)

Desirable Qualifications for Internship:

### PART II: PROJECT-BASED OBJECTIVES

Project-based objectives are intended to assist the intern to be successful and to maximize learning through the internship. Objectives developed collaboratively with the internship supervisor and Co-op instructor generally are most effective. Completion of the objectives and the internship supervisor's evaluation of the intern are major components of the Co-op grading criteria. All County of Maui interns will complete standard project-based objectives 1 and 2. Interns will establish and complete an additional project-based objective depending on the credits registered for as well as the level of competence and skills required to complete them. An objective must be measurable or demonstrable, including specific details about how each will be attained and the timeframe in which each will be completed.

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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.

**STANDARD PROJECT-BASED OBJECTIVE 1: (for all Level I and Level II/III students)**

By the end of the internship, I will complete the designated project-based activities and will fulfill expectations at the standard designated by my internship supervisor. Appropriate and necessary training will be provided.

The internship supervisor will evaluate the completion and performance (based on the project) twice during the internship: mid-term and final (Form 5). I will complete the intern self-evaluation twice during the internship: mid-term and final (Form 6).

**STANDARD PROJECT-BASED OBJECTIVE 2: (for all Level I students)**

By the end of the internship, I will be able to describe the formal organizational structure of the County of Maui department I am interning in and the overall executive and legislative branches of the County of Maui.

Through research and interviews, I will compile the information including details such as:

Departmental:

- Names and titles of major staff members (e.g., department director, division head, immediate supervisor)
- Departmental mission or goal statement
- Major services provided by the department
- Primary users of the service(s)
- Other pertinent or interesting details

Executive:

Name of the Mayor and his executive staff

Legislative:

Names of the County Council members and the districts they represent

I will present my findings in the Commentary and Analysis section of the Career Portfolio which will be reviewed by my internship supervisor and Co-op instructor.

**PROJECT-BASED OBJECTIVE 3: (for Level I students if applicable). Include a targeted completion date and the name of person evaluating the completion of the Objective.**

**For Level II or III Co-op Students: Please check with your primary instructor to design Project-Based Objectives #2 and #3, if applicable.**

**Certification:** We agree that this is an accurate representation of the student’s internship description and project-based objectives as verified by the signatures below:

Intern \_\_\_\_\_ Date \_\_\_\_\_

County of Maui Internship Supervisor \_\_\_\_\_ Date \_\_\_\_\_

MCC Cooperative Education Instructor \_\_\_\_\_ Date \_\_\_\_\_

**Due 10 working days after commencing the internship.**