

Internship Program Orientation Session

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Internship Orientation Session

- This is a mandatory one-time, orientation session that will last approximately 45 minutes to an hour. However, it is not timed, so feel free to go at your own pace. You are required to read the material and take notes. There will be a short quiz at the end. If you successfully complete this orientation, you **DO NOT** have to repeat it again in the future.
- Before you start, please find a quiet place to complete this orientation to avoid interruptions. Also silence your cell phone at this time.
- It's imperative that you take notes and pay close attention to the information **highlighted** throughout this presentation.
- There will be a short quiz at the end of the session. You will be asked to provide your **name, SMC student ID number and SMC email address**. Please have this information on hand and be ready to provide it, when prompted to do so.
- Again, pay close attention to the information that is highlighted in this presentation. **It will be on the quiz.**

Let's begin.

Internship Orientation Session

During this orientation the following topics will be covered.

Title V of the CA Education Code and the Importance of Receiving Academic Credit

Internship Courses Offered at SMC

- **General and Occupational Internship Course**
- **Work hours required**
- **Online course assignments**
- **Grading criteria**

Internship Employer's Obligations

- **Approval of Intern's Learning Agreement Contract**
- **Responsibility to Train and Supervise Interns**
- **Submission of Intern Evaluation Form**

How Internship Credit Counts

- **Elective Credit for Associate of Arts/Science Degree**
- **California State University (CSU) Transferrable**
- **Maximum Internship Credits Allowed**
- **Repeatability Laws & Course Repetition**
- **Grading Criteria**

Proof of Enrollment Letter

Things You Can Do to Get A Good Evaluation

How to Properly Write Measurable Learning Objectives

Mandatory Quiz

Title V of the CA Education Code

Why get academic credit for internships?

- ▶ **It is the law.** Title V Education Code that governs the California Community Colleges stipulates that students must be enrolled in college, while gaining realistic learning experiences through **unpaid** Cooperative Work Experience or Internships.
- ▶ If you have a **paid internship, you are not required** by law to receive academic credit because you will be working as a temporary paid employee and will receive some form of monetary compensation. However, you do have the option of working as a paid intern and receiving academic credit. By doing so, the course will show on your college transcript and you can elaborate on your internship experience, in depth, on your 4 year college applications or personal statements. This in turn, may increase your chances of being accepted at the college of your choice.
- ▶ **INTERNSHIP COURSES OFFERED**
- ▶ The courses that are specifically designed to grant internship credit at Santa Monica College are the General Internship Courses (**Counseling 90 series**) and Occupational internship courses.
- ▶ **General Internship Courses** are offered to SMC students who have not decided on a major and would like to explore a variety of internships in multiple career fields. The work experience gained in this category is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The internship need not be related to the students' educational or career goals. **General internship courses are offered year-round.**
- ▶ **Occupational Internship Courses** are offered to SMC student interns who have selected a particular major and the internship is directly related to the students' occupational or educational goals. **Most occupational internship courses are only offered during spring and fall semester.**
- ▶ You will decide which internship course to take based on the following criteria.
 - 1) Your career, educational goals or desire to explore a variety of career fields.
 - 2) The amount of credits you would like to earn during the semester,
 - 3) Your ability to successfully complete the work hours required for the course.
- ▶ **UNITS OFFERED**
- ▶ SMC offers **1- 4 units** of academic credit for paid or unpaid internships. Each unit of internship credit requires **60 unpaid** work hours **or 75 paid** hours per semester.
- ▶ For example, if you have an unpaid internship and would like to earn 1 unit of academic credit, you must work a minimum of 60 hours per semester. If you have a paid internship (receiving any type of monetary compensation in the form of a stipend or regular salary), 75 paid hours must be worked during the semester to receive 1 unit of internship credit.
- ▶ Each additional unit of credit requires 60 unpaid or 75 paid additional work hours per semester respectively. See chart on next page for more details.

Internship Courses Offered

General Internship Courses

Course Instructor: Destiny Johnson, M.S.

Internship Courses	Unpaid Internship Minimum Work Hours Required (Per Semester)	Paid Internship Minimum Work Hours (Per Semester)
Counseling 90A 1 Unit	60 hours	75
Counseling 90B 2 Units	120 hours	150
Counseling 90C 3 Units	180 hours	225
Counseling 90D 4 Units	240 hours	300

Occupational Internship Courses

Majors	Course Title	Instructor
Art History	AHIS 90A	Meyer, William J
Art	Art 90A	Meyer, William J
Biology	Bio 90A	Colovito, Mary
Computer Info. Systems	CIS 90A	Stahl, Howard
Computer Science	CS 90A	Stahl, Howard
Dance	Dance 90A	Douglas, Judith
Earth Sciences	Earth Science 90A	Selby, Bill
Entertainment Technology	ET 90A/90B/90C	Fria, Chris
Fashion Design & Merch.	Fashion 90A/90B	Ivas, Lorrie
Film Studies	Film Studies 90A/90B	Bartesaghi, Simone
Graphic Design	GR DES 90A/90B/90C	Cavanaugh, Jamie
History	History 90A	Chi, Sang
Interior Architectural Design	Int Arc 90A/90B/90C/90D	Hao, Josephine
Journalism	Journ 90A/90B	Rubin, Saul
Media Studies	Media 90A/90B	Redelia Shaw
Nutrition	Nutrition 90A/90B/90C	Ortega, Yvonne
Office Technology	OFTECH 90A	Stahl, Howard
Photography	Photo 90A/90B/90C/ 90D	Mohr, Craig
Political Science	POL SC 10	Buckley, Alan

Note: Additional occupational internship courses may be available. If you don't see your major listed above, contact the department chair and ask if an internship course is offered in your major. Visit our website for a listing of Dept. Chairs at www.smc.edu. Occupational internship courses are generally offered in Spring and Fall semesters.

You must receive prior approval to add occupational internship courses. After you complete this orientation, contact the instructor listed above to see if you qualify to add the class and meet prerequisites. If you do not qualify or receive approval to add an occupational course, you may enroll in a general internship course.

Internship Courses (Counseling 90 Series)

Professor Destiny Johnson is the instructor for all General Internship Courses (Counseling 90 series.) Both general and occupational internship courses are defined as on-ground courses with an on-site work experience component. Although classified as on-ground courses, no physical class meetings are required and all course work must be done online via the Canvas portal.

If you choose to enroll in an **occupational internship course**, you must follow the steps below:

- After completing this orientation, contact the appropriate occupational instructor by email or phone.
- Get a verbal or electronic email approval to add the occupational course.
- Submit your internship forms to the internship coordinator, Lisa Moss.
- Contact the occupational instructor for an add code, section number and course syllabus

All course assignments will be completed on Canvas as well. Complete enrollment steps will be discussed at the end of this orientation.

Professor Johnson will post a course syllabus, on Canvas, for the General Internship courses (Counseling 90 series) and will communicate with you via your SMC email address and on Canvas. **Please check your SMC email frequently to ensure that you receive all correspondences.**

You are also advised to **check your spam folder** frequently for misdirected emails that may have been sent from your instructor.

More on Internship Work Hours

In order to successfully pass the internship course, you must work the minimum hours required, during the semester. In addition, you are required to complete all online course assignments by the due dates. Course assignments will be discussed in further detail during this session.

Any hours worked remotely **prior** to enrolling in an internship class will **not be counted** towards the work hours required for the course. You must be officially enrolled in an internship class first, before accumulating and recording work hours.

It is mandatory that you work the **minimum hours** required to receive credit. Failure to work minimum hours will result in a **“No Pass”** grade.

Lunch breaks and interim breaks must be **deducted** from the total hours worked daily. By law, workers are required to take breaks during their shifts.

You may work **more** than the minimum hours required, but **will not receive any additional credits**. Additionally, the class you initially enroll in will be the class you remain in during the semester. Although you are allowed to work more hours than required, you cannot exceed work hours required for the next highest level internship course.

For example: If you enroll in Counseling 90 A which requires a minimum of 60 unpaid work hours, you can work between 60 to 119 hours and will receive 1 unit of internship credit. Counseling 90B, the 2 unit course, requires a minimum of 120 work hours. If you are enrolled in Counseling 90A, you must work less than 120 hours.

Make sure you speak with your supervisor in advance regarding your work hours and enroll in the appropriate internship class.

Flexible Work Schedule: Work hours **may vary** each week. For instance, you can work 6 hours one week, 10 hours the next week, and 5 hours the following week, etc. The goal is to work at least the minimum hours required for the course **during the semester**. Therefore your work schedule can vary weekly.

While working remotely, please adhere to all mandated health precautions that are currently recommended by the Center for Disease Control (CDC) and enforced by state and local officials. At minimum, practice social distancing and wear face covering to protect yourself until the COVID19 pandemic dissipates.

How Internship Credit Counts

Internship course credit can fulfill elective course requirements for some Associate of Arts and Associates of Science degrees which are offered at SMC. An Associates Degree is granted to students who complete a minimum of 60 semester units with a minimum GPA of 2.0. (C). A maximum of 8 internship credits can be applied to AA degrees.

Advantages of attaining an Associates Degree

- AA Degrees can be listed on your resume as an academic accomplishment, in addition to other degrees and certificates.
- AA Degrees can be added to your job applications to increase the years of college experience attained. For instance, a 2 year AA Degree plus a 4 year Bachelor's degree equates to a total of 6 years of college experience or education. This is pretty impressive on job applications and can give you a nice little educational advantage over other applicants who only possess a 4 year college degree.
- With an AA Degree, you can compete for entry and mid-level jobs that pay a good salary and only require an AA Degree, as the minimum educational requirement.
- SMC offers over 150+ AA Degrees which only takes about 2 years to complete. You may qualify for an AA Degree if you've completed 60 units in your major. Schedule an appointment with an Academic Counselor to see if you qualify for an AA degree, or to simply get more information. If you've earned the degree, why not get the degree!

SMC's internship course units transfer to all 23 schools in the California State University (CSU) system. However, the credits are **not** accepted at any schools in the UC system, USC or any other private universities.

Although some universities do not accept SMC's internship credits, the internship work experience will be impressive when seen on your college application, personal statement and resume.

Maximum 16 units of Internship Credits

SMC interns may earn between 1-16 units of internship credits while continuously enrolled at Santa Monica College.

Sixteen units of internship credit is the **maximum** allowed and can be achieved by taking a combination of general and/or occupational internship courses sporadically, as shown on the chart below.

For Example:

Spring 2018	Journalism 90 A	1 unit
Fall 2018	Counseling 90 C	3 unit
Winter 2019	Counseling 90 B	2 unit
Spring 2019	Journalism 90 A	1 units
Summer 2019	Counseling 90 D	4 units
Fall 2019	Counseling 90 A	1 units
Winter 2020	Counseling 90 D	4 units

Total: 16 Units

- ▶ Additionally, interns are only allowed to have **one unpaid internship per semester.**
- ▶ However, two internships are allowed if one is unpaid (which requires internship course credit) and the other internship is paid, which does not require academic credit.

Repeatability Laws & Course Repetition

- ▶ Current course repeatability laws stipulates that internship courses can only be repeated once. In other words, after you've taken the same internship course twice, you must enroll in a different internship course moving forward. The courses taken do not have to be in consecutive order, as shown in the chart below.
- ▶ Notice Counseling 90A and Counseling 90B was taken twice. Therefore those courses cannot be taken again.

Semester	Course	Units
Winter 2019	Counseling 90A	1
Spring 2019	Counseling 90B	2
Summer 2019	Fashion 90C	3
Fall 2019	Counseling 90A	1
Winter 2020	Counseling 90B	2
Spring 2020	Counseling 90D	4

Grading Criteria

Internship courses are graded on a **Pass/NO PASS** basis. The online course assignments are easy and straightforward so there is no reason for failure.

Letter grades will not be issued and Pass or No Pass grades will not affect your GPA. However, if you do not successfully pass an internship course, you will be required to set up an appointment with your instructor and Career Center Faculty Leader to get approval to take internship courses in the future. Approvals are not guaranteed and will be granted or denied at their discretion.

The internship courses at SMC are reasonably priced at \$46 per unit for CA residents. Internship courses at other colleges and universities are more expensive. Please take your internship and the course seriously and pass the class. By doing so, you will have an opportunity to do a variety of internships and earn up to 16 units of internship credits at SMC.

Internship Employer's Responsibilities

Employers must review and approve your learning objectives. Learning objectives can be revised by employers, after they have been approved by the internship coordinator, to ensure that they are in alignment with organizational goals and legal requirements.

It's mandatory that your employer sign Form 3, the Learning Agreement Contract and return it to you, during open enrollment. You, in turn, are required to submit all signed forms to the Internship Coordinator. More on how to submit forms will be discussed later on in this session.

Interns must be supervised and trained by their supervisor and, at minimum, taught skills that are outlined on the Learning Agreement Contract.

When working remotely, employers must assign enough projects that will generate enough work hours for interns to complete the hours required to successfully pass for the course.

Tasks assigned and completed remotely must also be reviewed and critiqued by internship employers. Employers must provide feedback by recommending tips to improve skills.

It is mandatory that employers submit an Intern Evaluation Form, to your instructor, at the end of the semester. It is part of your overall grade.

Intern Evaluation Forms

An Intern Evaluation Form will be emailed to supervisors from **Internship course instructors at the end of the semester.** Supervisors will be asked to rate your performance based on how well you completed your learning objectives, and will also be asked a few additional questions about your work habits. It's important to receive a good evaluation in order to **pass** the class. Tips on how to get a good evaluation will be covered in this session.

Internship course instructors will inform all supervisors of the date evaluation forms are due and how to properly return the Intern Evaluation Form, in a timely manner, via email.

You **are not allowed to handle or submit the evaluation form.** Evaluation forms should only be submitted by your immediate supervisor. Your responsibility is to simply remind your employer to submit the evaluation form at the end of the semester. It is part of your overall grade.

Proof of Enrollment Letter

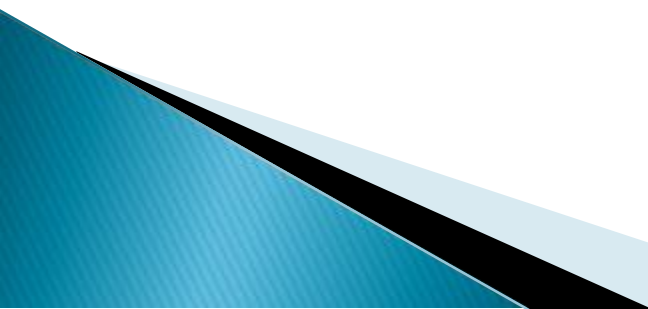
DOES YOUR EMPLOYER REQUIRE PROOF OF ENROLLMENT?

If so, generic Proof of Enrollment Letters are available and can be emailed to employers upon request. It is proof that SMC has an active Internship Program and offers course credit to students who qualify.

If your employer requires an **official Proof of Enrollment Letter**, it will be emailed to your internship supervisor after you complete the enrollment process and **officially enroll in an internship class.** It will consist of your name, the internship course you are enrolled in, hours required to receive academic credit and relevant information about the internship program. Contact the Internship Coordinator, Lisa Moss, and she will send an official Proof of Enrollment letter directly to your employer, upon request.

Intern Evaluations

▶ Tips on How To Receive A Good Evaluation From Your Employer!

1. Be on time **every day!** When working remotely, work your assigned shift and be available when your boss contacts you. Submit projects on time and request feedback.
 2. Dress for success! Wear appropriate business attire. Dress as if you are an employee, even if you are working remotely. Always project a professional image.
 3. Show up refreshed with a positive attitude and be ready to start your day.
 4. While at work, work on your learning objectives and learn new skills.
 5. During down time, network and ask other employees if they need help with special projects. This is a great way to learn new skills and meet people at the organization who could perhaps provide recommendation letters.
 6. Learn as many skills as possible while you are interning. You can add these skills to your resume, college applications and personal statements in the future.
 7. Take your assigned breaks and lunch times. Return to your desk on time, if working on-site.
 8. Be attentive while you are interning and ask questions if you are given an assignment or instructions that you don't understand. Don't be shy or passive. This is a learning experience for you. It's better to ask questions than to make costly mistakes.
 9. Think outside the box and contribute ideas. Be a proactive team player!
 10. Do not answer incoming personal phone calls, reply to text messages or make any calls on your cell phone during work hours. Cell phones should only be used during your lunch hour or break times. You may see other employees using their phones, but remember, they already have a job. You are trying to make a good impression!
 11. Don't use company computers/laptops to surf the web or peruse social network sites, unless it is requirement for your job or a part of your learning objectives.
 12. Work your full shift. Don't ask if you can leave work early.
 13. Turn in all work assignments on time, with accuracy and a level of excellency!
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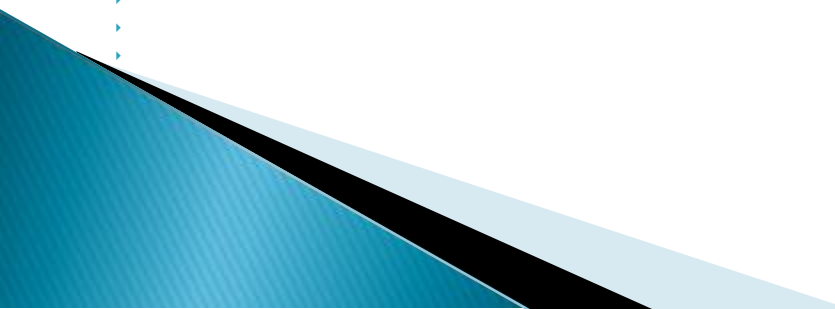
Learning Objectives

▶ **What are they?**

- ▶ Learning objectives are a set of work-based skills that you wish to acquire while you intern. Your objectives must consist of learning new skills or improving your current skill set. You should be able to learn and master at least three new skills during the course of the internship. **Each semester, interns must create three new or expanded learning objectives.** It is a mandatory course requirement for both the general and occupational internship courses.

▶ **Why have them?**

- ▶ 1) It allows you an opportunity to work on intellectually stimulating projects and acquire work-based skills that you desire to accomplish, instead of working strictly on mundane office tasks that interns are generally asked to do.
- ▶ 2) It gives you an opportunity to gain real work experience, learn new skills or improve your current skill set.
- ▶ 3) By having constructive learning objectives, your employer will know precisely the skills you are interested in acquiring while you intern and will be held accountable for teaching you those specific skills.
- ▶ 4) You will have acquired new skills that can enhance your resume which makes your more marketable when applying for jobs.



Things to consider when creating learning objectives.

Your learning objectives should be **practical** and **very specific**, a skill that can be learned or **accomplished in one semester**.

Create learning objectives with skills that can enhance **on your resume** when looking for employment and completing job applications in the future.

Learning objectives can also be a skill that you would like to acquire that relates **to your academic studies**.

Now let's examine the learning objective below. See if it falls within the parameters discussed above. Can it be accomplished within a semester?

Objective:

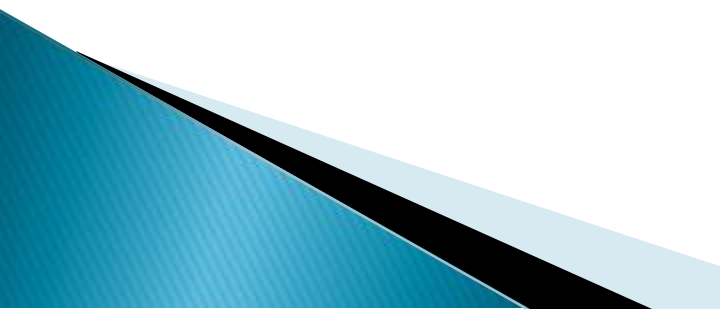
I will learn how to be a film maker.

This objective will take too long to accomplish. It's too broad and cannot be achieved within a semester. Therefore it is **not** practical and should be revised to reflect a skill that can be attained within a semester's timeframe.

Revised Objective:

I will learn how movie scripts are screened and selected for production.

This is a better learning objective. It is more practical and can be accomplished within a **semester**.



Creating Measurable Learning Objectives

There are three parts to each Learning Objective.

PART 1: What skill will be learned?

State three substantial skills that you would like to learn from your employer. Write 3 simple statements.

For Example:

I will learn how to create spreadsheets in Excel.

I will learn how to create a PowerPoint Presentation.

I will learn how to create and edit a website.

PART 2: How will it be learned?

Question: How do you plan to learn each skill and how can your progress be measured?

Answer: You must state that you will be trained by your supervisor. This is an integral part of your internship. Therefore, when writing part 2 of your learning objective, you must state that you will either observe your supervisor perform the task first, or that you will be trained by your supervisor. After the initial training or observation session, it's imperative that you make a statement that confirms that you will also perform the task at least once, and will ask your supervisor to review your work and provide feedback. Here's an example of how part 2 should be written.

How will your learning objective be learned?

I will observe my supervisor create an Excel spreadsheet. After observation, I will create at least one Excel spreadsheet and ask my supervisor to review my work and provide feedback.

Part 3: Now you must make part 2 of your learning objectives measurable. After you have been properly trained by your supervisor, state or estimate how much time you would like to spend working on your objectives to reach a level of proficiency or master the skill. You are also required to state the skill attained. This will be the last statement of part 2. Below is an example of a measurable statement:

After I've performed the task at least once and received feedback from my supervisor, I will create at least 10 additional spreadsheets to perfect my skills. My supervisor will critique each one. When the internship culminates, I will know how to create functional Excel spreadsheets.

Note: Make the last statement affirmative. You should know how to perform the task correctly by the end of your internship.

Here's an example of a well-written learning objective.

What will be learned:

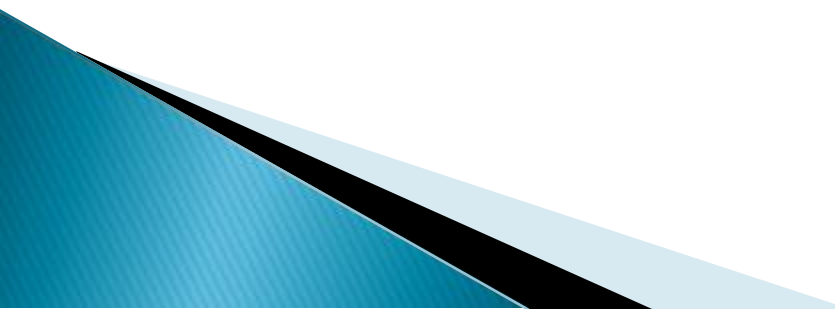
I will learn how to create Excel spreadsheets.

How will it be learned:

I will observe my supervisor create an Excel spreadsheet, or be taught how to create spreadsheets. After observation, I will create at least one mock spreadsheet and ask my supervisor to review my work and provide feedback.

Measurable Statement:

I will create at least 10 additional spreadsheets to improve my skills and to reach a level of proficiency. When the internship ends, I will know how to create functional Excel spreadsheets and will add this skill to my resume.



Complete this Writing Assignment

Get a pen and paper or a digital device if you prefer. Read the instructions below and complete the writing assignment. When finished, continue the orientation until the end of the session.

Writing Assignment Instructions

Take a few minutes to practice writing a sample learning objectives. It doesn't have to be one of your official objectives, this is for practice only.

Answer the following questions.

Part 1: What will be learned?

In one sentence, write one skill that you'd like to learn while interning.

Part 2: How will it be learned?

Write how you plan to learn the skill. Remember to state that you will observe or be trained by your supervisor **first**, then you will perform the task at least **once**, and will also ask your supervisor to review your work and provide feedback.

Part 3: Make your learning objective measurable.

Final step: Make your learning objective **measurable** by stating or estimating how many times you will perform the task, during your internship, so that you reach at least a basic level of proficiency. Then state the skill that you will acquire when the internship ends.

Now that you've completed the writing assignment, simply review the sample learning objectives below.

Objective Number One

What will be learned?:

I will learn how to write a press release.

How will it be learned?:

I will observe my supervisor as he composes a press release. I will then create a mock press release on my own and review it with my supervisor. My supervisor will provide feedback and I will make the changes that were recommended. (**Measurable Statement**) I will write at least 5 additional mock press releases to perfect my skills. My supervisor will review my work. At the end of the internship, I will know how to effectively write press releases.

Objective Number Two

What will be learned?:

I will learn how to create content for social media accounts that matches the aesthetic of two brands I'm working on.

How will it be learned?:

I will observe my supervisor create content for the social media channels Pinterest and Instagram. I will observe and take notes on how she creates the images and captions, before she schedules and posts them. Then I will create a sample post for Pinterest and Instagram for my supervisor to review. Feedback will be provided. Afterwards, I will schedule out a weeks worth of content in advance for my supervisor's review and approval before posting the content on social media platforms. (**Measurable Statement**) I will create social media content throughout the duration of my internship. Upon completion, I will be proficient at creating and posting content on a variety of social media platforms.

Objective Number Three

What will be learned?:

I will learn how to improve my time management skills.

How will it be learned?:

I will be given tasks to complete and will discuss the deadlines with my supervisor. I will set multiple project deadlines along the way to make sure I stay on track with my work assignments. I will keep in constant contact with my supervisor and provide updates on completed tasks. My supervisor will review my work and provide feedback on my work and time management skills. (**Measurable Statement**) I will continue to complete tasks in a timely manner throughout my internship. When the internship is ends, my time management skills will be refined.

(Counseling 90 Series)
General Internship Course - Online Assignments

After you enroll in an internship class, you must work the hours required and simultaneously complete all course assignments, in order to receive a passing grade.

Here are the online course assignments you are required to complete.

- 1) You must post three official learning objectives on Canvas once, and email your learning objectives to your internship supervisor.
- 2) You must post your internship employer contact information once. Make sure all of the contact information is accurate, particularly the phone number and email address. Your instructor will send an electronic evaluation form to your employer at the end of the semester. Therefore, it's imperative that the employer contact information is accurate.
- 3) Keep a record of all paid or unpaid work hours and post hours on canvas weekly. Work hours can vary from week to week, but it is imperative that you work at least the minimum hours required for the internship course to receive a passing grade.
- 4) Keep a weekly log of the projects that you work on that relates to your learning objectives. You are required to write a brief, one paragraph, summary of your projects and post the activity/project summary on canvas weekly.
- 5) **Spring/Fall Semesters Only** - Schedule a one-time meeting with you instructor to discuss your progress and any other issues you may have. Further instructions will be on Canvas.
- 6) Complete all online assignments on time which include your FINAL ESSAY. The final essay is a 2 page, double-spaced paper that summarizes your experience as an intern. More information regarding this assignment will be online.
- 7) In addition to the course assignments, SMC student interns must receive a satisfactory evaluation rating from their internship employer.

Example of how to submit your online assignments.

Create one continuous Word document and update the same document each week. Google docs are not acceptable.

Week 1: Complete the course assignments, save and submit document on canvas.

Week 2: Open the same Word document, complete assignments and submit document.

Week 3, etc., Continue to update the same document and submit assignments on time.

Here's an example of how the assignments should be completed and submitted.

WEEK 1:

Assignment #1:

POST/SUBMIT YOUR THREE LEARNING OBJECTIVES. *(Complete this assignment **only once**, after you enroll.)* You are also required to email your learning objectives to your internship employer, once.

Sample Objective Number One

What will be learned?: I will learn how to create and manage a website.

How will it be learned?: I will observe my supervisor when creating a website. Then I will build one website, modify it and make corrections based on my supervisor's feedback. I will keep improving the website until it is ready to go live. After the internship, I will know how to properly create and manage websites.

Sample Objective Number Two

What will be learned?: I will learn database management.

How will it be learned?: I will watch my supervisor input client data. Then I will input data for two clients and ask my supervisor to review my work for accuracy and provide feedback. I will continue to accurately input client records into the database during my internship and my supervisor will review my work. At the culmination of my internship, I will know how to accurately record client data and how to manage a database.

Sample Objective Number Three

Object 3, What will be learned?: I will learn how to calculate event expenses.

How will it be learned?: I will watch my supervisor calculate the costs of vendors and products for 2-3 events. I will project an estimated cost for two events and ask my supervisor to check my work for accuracy. My supervisor will provide feedback and I will make cost adjustments, if necessary. I will continue to work with my supervisor and determine event costs during my internship. By the end of the internship, I will know how to accurately project the cost of events.

Assignment #2: POST EMPLOYER CONTACT INFORMATION: *(Complete this assignment **only once**, after you enroll.)*

Company Name:

NBC Universal
1286 North Hollywood Blvd.
Hollywood, CA 92287

Employer's Contact Information

Supervisor's Name: John Whitmore
Email: whitmore_john@nbcu.com
Phone: (714) 890-2010

Example of assignments continued on the same Word Document.

Week 1 (Assignments continued)

Week 1 Work hours:

3/1/20 – 8:00am – 11:00am = 3 hours

3/2/20 – 10:00am – 12:00pm = 2 hours

3/3/20 – No hours worked

3/4/20 – 8:00am – 12:00pm = 4 hours

3/5/20 – 10:00am – 11:00am = 1 hour

Total Hours worked: 10

Week 1: Activity/Project Summary:

This week, I reviewed the companies web content and my supervisor and I decided which webpages should be updated. I updated one webpage and my supervisor reviewed my work and suggested additional changes. I revised the webpage accordingly and it is now live on the website.

(End of assignments for Week 1. Save doc and upload document on canvas.)

WEEK 2

Open the same Word document and add your work hours and activity summary. At this point, you are also required to submit a cumulative summary of your work hours by adding the hours worked the prior week, to the hours worked the current week.

EXAMPLE:

Week 2 Work Hours:

3/8/20 – 7:00am – 11:00am = 4 hours

3/9/20 – 10:00am – 12:00pm = 2 hours

3/10/20 – No hours worked

3/11/20 No hours worked

3/12/20 – 10:00am – 12:00pm = 2 hours

Total Hours Worked: 8

Cumulative Hours Worked: Week 1 + Week 2 = 18 Cumulative Hours

Week 2: Activity/Project Summary:

This week, I was taught how to create and update databases. I input client data on three separate databases. My supervisor reviewed my work and commented that it was done accurately. Then I was taught some new advanced software features and was assigned more technical work, to improve my skills.

(End of Week 2 assignments. Save document and upload it on Canvas.)

Mandatory Quiz

Now that you've completed the orientation, you must take the mandatory quiz.

Before you begin, make sure you have your **SMC student ID number and SMC email address on hand**. You will be asked to provide this information at the beginning of the quiz.

It is multiple choice and should only take about 10 minutes to complete. However, it is not timed, so take as much time as you need. Carefully read each question and select the correct answer.

When you finish the quiz, hit the **SUBMIT** button. You will be given a link with further instructions on how to complete the final enrollment steps and add an internship course this semester.

Hit the Control (Ctrl) button and click on the Internship Orientation Quiz below link below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=itqVvqtndEWiku655WIKaVjsSI2-dc1FlmsVyUUq6jFUMUUyUUUpYNEJFQVdYSDVEMINSOFQ4TjQ3NS4u>

Good Luck! 