

**San Diego Community College District  
Work Experience Education  
Learning Agreement**

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|---|
| Campus: <input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar    |
| Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer |
| Year:   |

| STUDENT INFORMATION               |                       |  |      |
|-----------------------------------|-----------------------|--|------|
| CRN:                              | # Units:              | Instructor:  |      |
| Student's Last Name:              | Student's First Name: | CSID:  |      |
| Phone:                            | Email:                |  |      |
| EMPLOYER/ORGANIZATION INFORMATION |                       |  |      |
| Organization's Name:              |                       | WE hours will be:<br><input type="checkbox"/> Unpaid <input type="checkbox"/> Paid |      |
| Worksite Address:                 |                       | City:  | Zip: |
| Supervisor's Name:                |                       | Title:   |      |
| Phone:                            | Email:                |  |      |

**Learning Agreement:** The student will comply with the Work Experience guidelines and regulations. The instructor will visit the student's place of employment/internship, consult with the employer/mentor regarding the student's job performance, and grant academic credit for successful completion of the program. The employer/mentor and the college agree to provide the necessary supervision and guidance to ensure maximum educational benefit from this work experience. The employer/mentor will verify the hours completed by the student during the course term.

**Job-Oriented Learning Objectives:** For each semester that a student is enrolled in Work Experience, it is necessary to identify new or expanded job-oriented learning objectives. These objectives are formulated by the student, reviewed and approved by both the supervisor/mentor and the college instructor. Should an objective require revision anytime during the semester, the instructor must be notified.

| The undersigned agree to the above and the validity of the SMART job-oriented learning objectives listed on this form and agree they are measureable and can be properly evaluated at the end of the term. |       |
|--|-------|
| Student's Signature:   | Date: |
| Supervisor's Signature:  | Date: |
| Instructor's Signature:  | Date: |

| CAMPUS WORK EXPERIENCE CONTACT INFORMATION  |  |  |
|---|--|--|
| San Diego City College<br>Jeanie Tyler<br>619-388-4335 <a href="mailto:jtyler@sdccd.edu">jtyler@sdccd.edu</a> | San Diego Mesa College<br>Shawn Fawcett<br>619-388-2340 <a href="mailto:sfawcett@sdccd.edu">sfawcett@sdccd.edu</a> | San Diego Miramar College<br>Ben Gamboa<br>619-388-7392 <a href="mailto:bgamboa@sdccd.edu">bgamboa@sdccd.edu</a> |

**SMART LEARNING OBJECTIVES**  
 (Specific, Measureable, Achievable, Relevant, Time-based)

|  |  |
|--|--|
| What are your four (4) main duties or assigned responsibilities for your current position? |  |
|  |  |
|  |  |

**SMART Learning Objectives** are developed prior to the first site visit. **Ratings** are determined during the second site visit.

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|--|------------------------------------|
| <b>SMART LEARNING OBJECTIVE #1</b>   | Deadline to be completed:          |
| Describe your work-based project or learning objective and what you plan to accomplish.  |                                    |
| How will this project or objective be achieved? Provide specific details.  |                                    |
| How will this project or learning objective be measured and evaluated by you and your supervisor? (specific outcome product or measureable result) |                                    |
| <b>SECOND SITE VISIT</b><br>Rating Scale: 4 = Excellent 3 = Above Average 2 = Satisfactory 1 = Limited   | Student Rating: Supervisor Rating: |

|  |                                    |
|--|------------------------------------|
| <b>SMART LEARNING OBJECTIVE #2</b>   | Deadline to be completed:          |
| Describe your work-based project or learning objective and what you plan to accomplish.  |                                    |
| How will this project or objective be achieved? Provide specific details.  |                                    |
| How will this project or learning objective be measured and evaluated by you and your supervisor? (specific outcome product or measureable result) |                                    |
| <b>SECOND SITE VISIT</b><br>Rating Scale: 4 = Excellent 3 = Above Average 2 = Satisfactory 1 = Limited   | Student Rating: Supervisor Rating: |

|  |                                    |
|--|------------------------------------|
| <b>SMART LEARNING OBJECTIVE #3</b>   | Deadline to be completed:          |
| Describe your work-based project or learning objective and what you plan to accomplish.  |                                    |
| How will this project or objective be achieved? Provide specific details.  |                                    |
| How will this project or learning objective be measured and evaluated by you and your supervisor? (specific outcome product or measureable result) |                                    |
| <b>SECOND SITE VISIT</b><br>Rating Scale: 4 = Excellent 3 = Above Average 2 = Satisfactory 1 = Limited   | Student Rating: Supervisor Rating: |

**The undersigned agree to the above and the validity of the SMART job-oriented learning objectives listed on this form have been evaluated and rated.**

|                         |       |
|-------------------------|-------|
| Student's Signature:    | Date: |
| Supervisor's Signature: | Date: |