

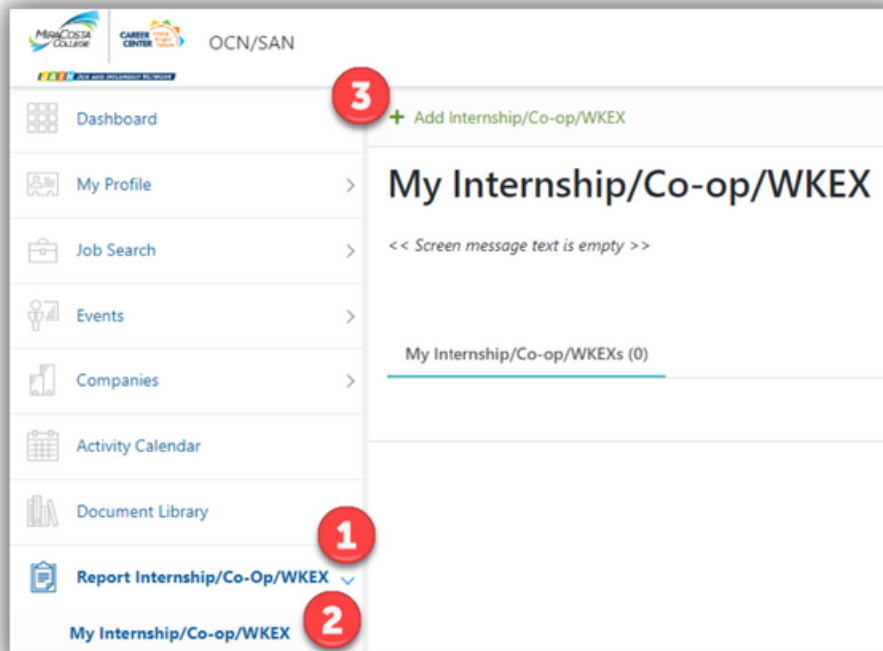


# HOW TO REPORT YOUR INTERNSHIP OR CO-OP

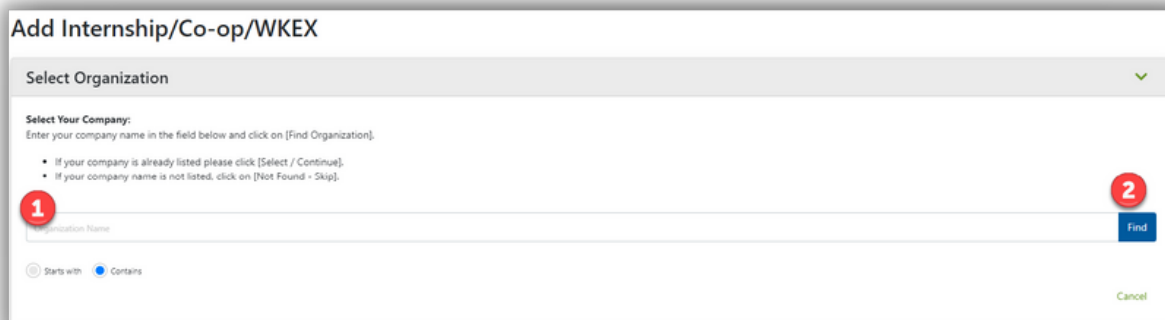
Congratulations on getting an internship or co-op!

Please complete the following steps in order to earn 292/299 credit. We recommend that you report your internship one week prior to your desired class start date.

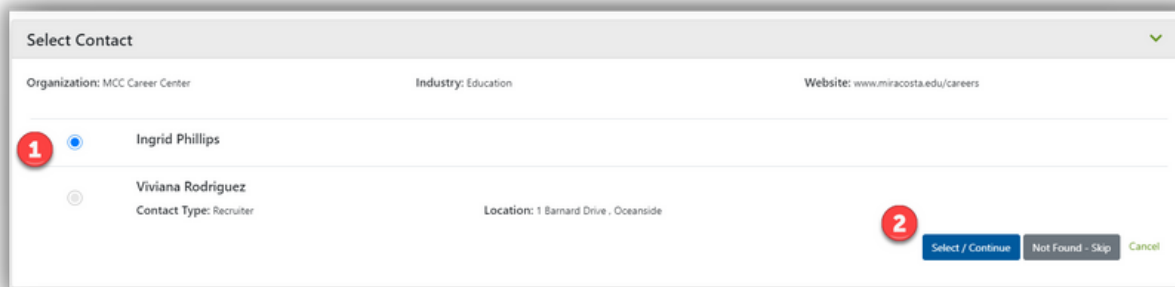
1. Log in to our Job and Internship Network (JAIN) by going to [www.miracosta.edu/JAIN](http://www.miracosta.edu/JAIN). If you have trouble logging in please call the Career Center at 760-795-6772.
2. Click on Report an **Internship/Co-Op/WKEX** on the left hand side of the screen, then **My Internship/Co-Op/WKEX**, and **+ Internship/Co-Op/WKEX** on the upper left.



3. Select Semester from drop down menu, click **Continue**.
4. Enter your company name in the field, click **Find**. Select your company, click **Select/Continue**.
  - If your company name is not listed, click on **Not Found - Skip**. Then go to step 6.



5. Select Contact and click **Select/Continue**. Verify if contact is Supervisor.
- If your contact is not listed, click **Not Found – Skip**. Then continue to step 6.



6. Complete the form with your internship/co-op work information. Ensure your dates align with the dates of your internship. All Internship classes will end on the last day of the semester. Please write in your preferred instructor for the course in the Faculty Mentor field. Select the number of credits for which you want to enroll. Click **Save** to submit.

7. Once your information has been processed, you will receive an email from [careers@miracosta.edu](mailto:careers@miracosta.edu) with SURF course enrollment information. Please follow these instructions precisely as 292/299 classes are hidden in SURF and cannot be found through the normal search function.

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### Course Credit Information

Internship (292), Occupational Cooperative (299) or General (WKEX 233) Work Experience

#### Credit for PAID HOURS:

- 1 unit = 75 hours
- 2 units = 150 hours
- 3 units = 225 hours
- 4 units = 300 hours (Available in Occupational Cooperative Work Experience Only)

#### Credit for UNPAID HOURS:

- 1 unit = 60 hours
- 2 units = 120 hours
- 3 units = 180 hours

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You must meet the minimum hour requirements listed above or you will not pass the course. A student may not enroll in general work experience, occupational co-op, or internship studies concurrently. The maximum units a student may earn for any combination of general work experience, occupational co-op, and/or internship studies is 16 during their time at MiraCosta; however, a maximum of 6 units is advised for transfer students.

**Students working in a job not related to their major may enroll in WKEX 233 on SURF.**

If you have any questions about how to report your internship or co-op, please contact us at the Career Center, Bldg 4700 on the OC campus, [careers@miracosta.edu](mailto:careers@miracosta.edu) or by calling 760-795-6772.

MiraCosta College shall provide access to educational programs and employment practices, and shall not discriminate based on accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, sex, marital status, medical condition, national origin, parental status, race, religion, sexual orientation or veteran status.