



How to Report an Internship or Co-op

Congratulations on getting an internship or co-op. Please complete the following steps in order to earn credit. **You must report your internship one week prior to the class start date.**

1. Log in to the Job and Internship Network (JAIN) by going to 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 right.

3. Fill out all the fields with your internship/co-op work information. Be sure to choose the current semester. Include the dates and make sure they align with the dates of your internship. Share the number of credits for which you want to enroll (if you are unsure, see guidelines in the Course Credit Information section below).

4. Once your information has been processed, you will receive an email from careers@miracosta.edu with SURF course enrollment information. You must register before the drop/add date for the semester.

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

Course Credit Information

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

Credit for PAID HOURS	Credit for UNPAID HOURS
1 unit = 75 hours	1 unit = 60 hours
2 unit = 150 hours	2 unit = 120 hours
3 unit = 225 hours	3 unit = 180 hours
4 unit = 300 hours (Available in Occupational Cooperative Work Experience Only)	

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.

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 or by calling 760-795-6772.