

WORK EXPERIENCE

Please complete the documents through Adobe Sign (QR codes)

OR

By e-mail:
Download PDFs (see bottom of page for download link) and e-mail completed documents to lwinston3@mtsac.edu
Include your A# and the CRN

Start Here



Instructor Approval

Confirm course Instructor (Professor) that you are approved for the course.
tinyurl.com/4nzffa6x



Orientation

View the on-demand Orientation, which will show you through how to complete the paperwork
tinyurl.com/bdhu3hh9



Download Paperwork Guide

This paperwork guide will assist you with completing the Work Experience paperwork.
tinyurl.com/ym7t5vuh

Pre-Enrollment Documents:
These 3 must be completed prior to enrollment clearance



Program Waiver

Adobe Sign:
If under 18, provide Parent/Guardian information at the end, if not, SKIP
tinyurl.com/z32axeet



Learning Contract

Adobe Sign:
Will request your INSTRUCTOR'S (Professor's) and SUPERVISOR'S contact information at the end
tinyurl.com/4zxzphsp



General Information Form

Adobe Sign:
Will request your INSTRUCTOR'S (Professor's) information at the end
tinyurl.com/3efvwkss

Career Specialist Provides Course Clearance

For Adobe Sign: Pay close attention to the "Assign to next Participants" box instructions!

*** Participant 2**
Please enter the e-mail address of your Work Experience course INSTRUCTOR. Do not skip this step!

First name	Last name
Enter first name	Enter last name
Email address	Confirm email address
Enter email address	Enter email address

[+ Add Message](#)

*** Participant 3**
Please enter the e-mail address of your Work Experience Site SUPERVISOR. Do not skip this step.

Monthly Timesheets



Adobe Sign:
Keep your own record of hours you worked throughout the month. On the final day of the month, submit the digital document as you would a timesheet at a job.
* Will request SUPERVISOR'S contact information at the end*
tinyurl.com/2mt2bw62

Mid-Term Review



You will work with your Instructor (Professor) to complete a Mid-Term Review at the middle of the term, to check on your progress.
* Ask your Instructor how they'd like to complete this process*
tinyurl.com/4d96rpt2

Final Review



Your supervisor will complete a final review of your Work Experience performance.
Adobe Sign:
* Will request your SUPERVISOR'S contact information at the end.*
tinyurl.com/r2nu4kr8

All Forms Also Available as Downloadable PDFs:



www.mtsac.edu/instruction/officeofinstruction/workexperience/

Need help with the paperwork?

Schedule an appointment!



tinyurl.com/uwxwvjnj

Quick Questions?
E-Mail lwinston3@mtsac.edu