

Lake Tahoe Community College
Work-Based Learning Program
Worksite Info and Objectives Form

*TURN THIS FORM IN



STUDENT INFORMATION			
Last Name	First Name	Quarter	Year
INSTRUCTOR/COURSE INFORMATION			
Last Name	First Name	Course	
COMPANY INFORMATION			
Company Name			
Address	City & State	Zip	
Worksite Address (if not same as company address)	City & State	Zip	
Supervisor	Title		
Supervisor Email Address	Supervisor Phone Number		

<input type="checkbox"/> Work Experience
<input type="checkbox"/> Internship
<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> Paid
<input type="checkbox"/> Unpaid*

Start Date:	
End Date:	
Estimate of Units**	
Avg. Hours Per Week	
x Number of Weeks	
= Total Hours	
40 hrs/unpaid or 50hrs/paid	÷ 40 or 50
= # of Units	

* If unpaid internship, approval must be received prior to commencement of internship.

**A grade of "F" may be assigned if the minimum hours are not fulfilled and documented, despite any progress made toward the learning objectives.

Contact the Work-Based Learning Department with Questions

Amber Goligoski -goligoski@ltcc.edu

(530) 541-4660 ext. 703 • Fax: 530-541-7852 • Office: B105

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LEARNING OBJECTIVES

It is necessary to identify three new learning objectives each semester/session that the student is enrolled in the Internship Program. (Please refer to the Quarterly Course Packet for instructions.) Objectives must be specific, measurable, and accomplished within the internship quarter/session. Students and site mentors formulate the three objectives. They are reviewed and approved by the student, site mentor, and internship instructor at the beginning of the internship. Evaluation at internship's end will include site mentor's input and will be initiated by LTCC. Discussion will include progress on the specific objectives and overall job performance.

Three specific, measurable goals to reach by end of internship:

1.
2.
3.

LEARNING OBJECTIVE AGREEMENT:

The undersigned student, supervisor, and college instructor agree with the validity of the objectives listed above. The site mentor and instructor agree to provide necessary supervision and advising to ensure maximum educational benefits to the student. The student and site mentor agree that achievement of the learning objectives is the primary focus of the internship and that sufficient work will be provided, related to the objectives, for the student to fulfill the hours required for the internship units in which s/he is enrolled.

Student Signature	Date

Supervisor Signature	Date

Instructor Signature	Date

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