



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT



Cooperative Work Experience and Internship Program Advisory Committee Meeting

Thursday, June 2, 2022
12:30pm – 2:00pm
IVC Board Room
(Working lunch meeting)

Minutes

1. Call to Order

The meeting was called to order by Angie Ruiz.

2. Welcome & Introductions

Angie welcomed everyone and thanked all for coming. Efrain, Victor, and Patty also thanked everyone for attending. All attendees introduced themselves. Many shared their personal internship experiences.

3. Purpose of the Program Advisory Committee

Angie reviewed the purpose of the program advisory committee. The role is to assist educators by providing feedback, join in discussion, and help program improvement.

4. Work Experience Courses

Angie reviewed the three Work Experience courses.

- WE 201 Employment Readiness
- WE 210 General Work Experience
- WE 220 Internship

Students who enroll in WE 210 and WE 220 must complete work experience hours. In WE 210, the job does not have to relate to their major. In WE 220, the job does have to relate to their major. Students get college credit courses, which range from

1 to 4 units, depending on how many work experience hours they want to complete. Paid interns are required to complete more hours than unpaid interns.

PAID			UNPAID		
Units	Hours/Week	Hours/Semester	Units	Hours/Week	Hours/Semester
1	4.7	75	1	3.8	60
2	9.4	150	2	7.5	120
3	14.1	225	3	11.3	180
4	18.8	300	4	15	240

5. Internship Site Supervisor Feedback

Many employers shared their positive feedback from hiring interns from this program. Some employers shared that they have hired some of their interns.

6. Internship Student Feedback

Students shared their Microsoft Office certificates and how they are helpful to them.

7. Other

Business Programs

Angie shared the current certificate and degree programs that we currently offer in Business.

The Microsoft Office program prepares students and provides them the opportunity to take exams to become certified in Microsoft Office, Word, Excel, PowerPoint, and/or Access. We offer practice exams as part of the final preparation. Angie shared a video and explained that hundreds of thousands of jobs require Microsoft Office experience. Some employers test applicants in keyboarding, so keyboarding is a very important skill to have.

There is a tax preparation class offered during winter session. Students become VITA certified and then help prepare taxes on campus, free to the community during tax season.

8. Next Meeting

The next meeting is TBD.

9. Adjourn

The meeting was adjourned by Angie Ruiz at 2:00pm.