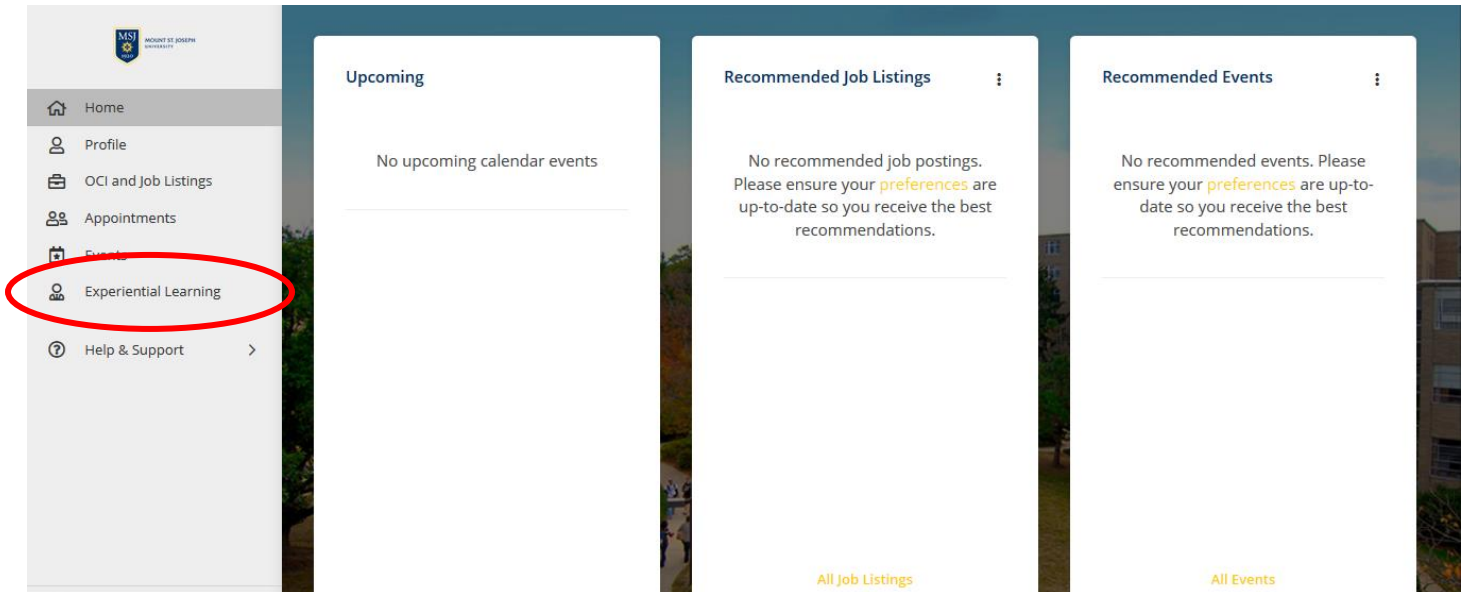
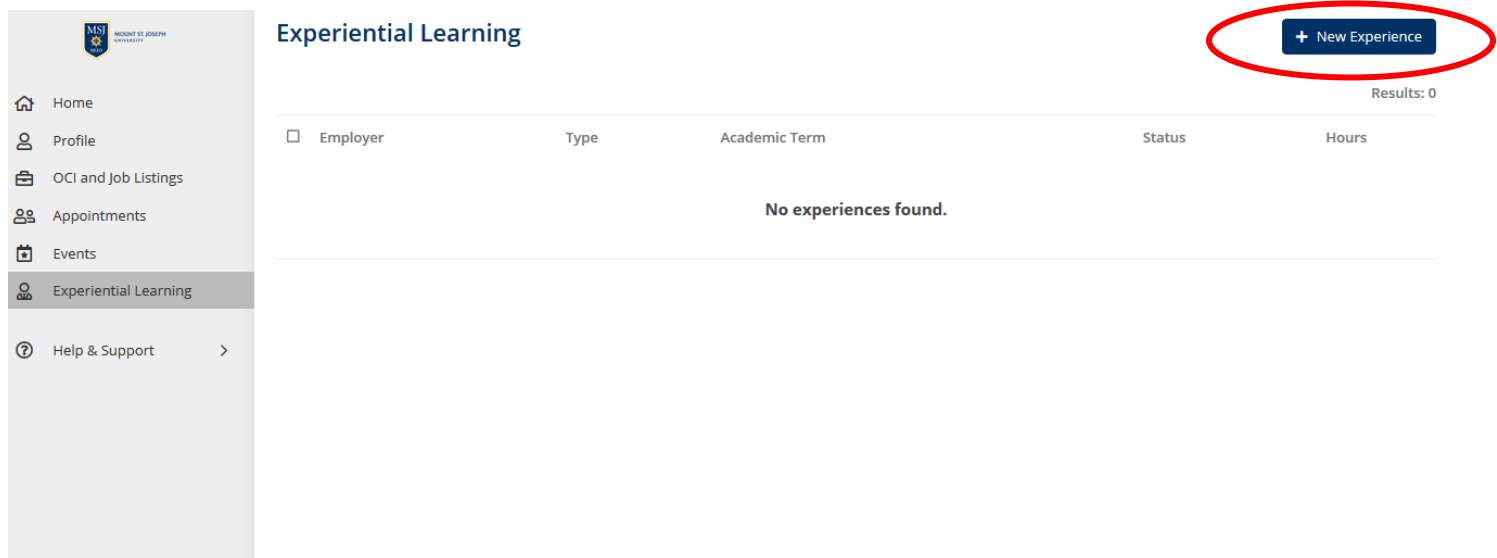


Confirming Your Experiential Learning & Completing Your Pre-Assessment

1. Log into MountConnect at <https://msj.12twenty.com/Login>
2. Click on the “Experiential Learning” tab on the left hand side of the page.



3. Next, click on the “New Experience” button on the upper right hand side of the page.



- This will take you to the confirmation page. After you have read the Mount's Rules of Professional Conduct for co-op, scroll down and begin filling out the basics.

Add the employer name, and then choose your experiential learning type. **YOU MUST CHOOSE COOPERATIVE EDUCATION *do not select service learning***

After you click on Cooperative Education the form will adapt to your selection. Then you can fill out the rest of your confirmation. All items with an asterisk are required.

Basics

Employer* *Required

Experiential Learning Type* *Required

What is the job title for your co-op position? *

Please estimate how many hours per week you will be working or volunteering in this role. *

Please write how much money you will be making in this role per hour. *

Please describe the tasks that will be performed in this role. *

What is the course code for your experiential education activity? *

How many credit hours are you taking for your co-op? *

- If you have questions about any of the areas to fill reach out to your co-op coordinator. Once you have completely filled out the confirmation, click on the “save” button at the bottom of the page.

Contact*

When

Start Date*

End Date*

Academic Term*

Other

Please select TWO co-op learning objectives for yourself to work on this semester. * *Required

I agree to the above terms (Please provide E-Signature): *

- Next you will review your confirmation to make sure that all of the information is accurate. If the information is accurate, click on the “Submit for Approval” button. Once the confirmation has been submitted, your confirmation will be pending initial approval by your supervisor.

The screenshot shows the 'Employer Test' draft page. The left sidebar contains navigation options: Home, Profile, OCI and Job Listings, Appointments, Events, Experiential Learning (highlighted), and Help & Support. The main content area displays the 'Employer Test' title with a 'Draft' status and 'Summer 2020' term. Below the title are two tabs: 'Details' and 'Documents and Forms'. The 'Basics' section lists the following information:

Employer	Employer Test
College	School of Business
Experiential Learning Type	Cooperative Education
Co-op Job Title	test
Estimated Hours Per Week	12
Wage	10
Description of Role	Test
Course Code	Test
Credit Hours	0

At the top right, there are three buttons: 'Back to List', 'Submit for Approval' (circled in red), and 'Action'.

- Now, you will complete your pre-assessment for co-op. Click on the “Documents and Forms” tab.

The screenshot shows the 'Employer Test' draft page with the 'Documents and Forms' tab selected and circled in red. The left sidebar is identical to the previous screenshot. The main content area displays the 'Employer Test' title with a 'Draft' status and 'Summer 2020' term. Below the title are two tabs: 'Details' and 'Documents and Forms' (circled in red). The 'Basics' section lists the following information:

Employer	Employer Test
College	School of Business
Experiential Learning Type	Cooperative Education
Co-op Job Title	test
Estimated Hours Per Week	12
Wage	10
Description of Role	Test
Course Code	Test
Credit Hours	0

Below the 'Basics' section is the 'Supervisor' section:

Employer Supervisor	TEST Supervisor
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At the top right, there are three buttons: 'Back to List', 'Submit for Approval', and 'Action'.

8. Scroll all the way to the bottom where you will see a list of documents. You will need to select the **FOURTH** document titled "Pre Co-Op Assessment Form." DO NOT do any of the service learning documents. Your assignments will have to be re-done if you select service learning.

To complete the form select the three dots on the right hand side. A choice for "complete form" will appear. Select that option.

3rd+ Semester Cooperative Education Students:

- Please consult with your career & co-op coordinator if you have completed more than 2 semesters of co-op prior to completing the Pre-Co-op Assessment.

Document	Date Uploaded
There are no document templates.	
Form	Status
Service Learning Pre-Assessment Form	Not Completed
Community Partner Evaluation Form	Not Completed
Service Learning Post-Assessment Form	Not Completed
Pre-Co-Op Assessment Form	Not Completed
Co-Op Employer Evaluation Form	Not Completed
Post-Co-Op Assessment Form	Not Completed

9. Begin filling out your pre-assessment. Fields with an asterisk are required. Once you have finishing filling out the pre-assessment, click on the save button at the bottom of the page. After you have saved the form, you should be good to go!

Demonstrates honesty and integrity * -- Select a value --

Displays professional attitude toward work assigned * -- Select a value --

Dresses appropriately * -- Select a value --

Exhibits regular attendance * -- Select a value --

Demonstrates punctuality * -- Select a value --

What are the job duties and expectations for this position? *

Through this experience, I hope to develop or strengthen the following two skills: *

Please give specific examples of how you plan to develop or strengthen the skills mentioned above. *

Please give specific examples of how you plan to develop or strengthen the skills mentioned above.

Cancel Save

