MATE TECHNICAL INTERNSHIP PROGRAM 2018
Enrolling in Cooperative Work Experience at MPC

In order to participate in a MATE Internship, you must be enrolled in a cooperative work experience or independent study course. You may either enroll at your home institution or at Monterey Peninsula College (MPC), where the MATE Center is located (this is preferred). You are responsible for all costs associated with enrolling in the course and they will not be reimbursed. If the up-front costs are a burden to you, MATE can pay for the tuition and fees at MPC directly and deduct the amount from your stipend at the end of the internship.

If you register at your institution, you must provide written documentation of your enrollment to Nandita Sarkar, the MATE Internship Coordinator, prior to your internship.

If you enroll at MPC, follow these steps to enroll correctly:

1. Apply to be a student at MPC at http://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students OR you can go to www.mpc.edu and follow the links as a new student to apply.

2. Once you have received a student ID, complete the online cooperative work experience form: Online COOP Employer Information Form. If this hyperlink does not work, try to copy and paste the URL directly: (http://www.mpc.edu/academics/academic-divisions/business-and-technology/cooperative-work-experience-education-coop/new-coop-form).
   a. Semester – The internship coordinator will provide information in email for start-up paperwork.
   b. You are enrolling in Marine Technology coop (91.25). You may choose 1-4 units, depending on which best fits your needs. You must enroll for at least one unit, but you can enroll for more if you are eligible and need more credits. If you are not sure for how many units to register, contact the internship coordinator.
   c. COOP employer & supervisor – the ship and the Martech supervisor. The internship coordinator will provide information in email for start-up paperwork.
      IMPORTANT: Please take a screen-shot of the form you fill online (showing the date when you have filled this form). This is the only way we have of following up with MPC!

3. You will receive an email with a course section number and an “add code” needed to register. NOTE: This may take a week or more, as some internships do not fall within normal semester dates, which requires a new course to be created!

4. Once you receive the section number and add code, you must register for the cooperative work experience course.
b. Here are instructions on how to log onto WebReg for the first time:
http://www.mpc.edu/home/showdocument?id=4010

c. The fees to register for cooperative work experience are currently $46/unit for students in California and $280/unit for out-of-state students.

d. You do not need to pay the Student Representation, Student Center or Health Fees (ranging from $22-30), as the course is off-campus. If the online program does not allow you to skip those fees, you can select to pay by check or cash and contact the Admissions and Records office and they will waive these fees. If this does not work, let the internship coordinator know and she can take care of it for you.

e. If you would like MATE to pay for the credit(s), please let the internship coordinator know. We can pay for you now and deduct it from your stipend later.

5. Send registration confirmation document to the internship coordinator. Make sure to include your student ID #.