

INTRODUCTION

Welcome to a new and challenging experience – CO-OP EDUCATION/INTERNSHIP PROGRAM! The Co-op Education/Internship Program at Wayne State College gives you, the student, an opportunity to earn academic recognition and income while applying classroom theory to a realistic work setting. The program enables employers, students, and the College to share in planned and meaningful work experiences.

Your Co-op Education/Internship Student Handbook has been designed to assist you, your Co-op/Internship Coordinator, and your employer in the work experience. Please read the entire manual carefully, especially the Co-op Education/Internship Calendar (page 3) listing assignment due dates. A visit with your Department Chair/Advisor is essential to learn specific requirements for course credit.

Instructional materials and assignments are included in this handbook. These assignments will permit self-evaluation and employer assessment of your growth and development. Our office is open to serve your needs in ensuring a successful Co-op Education/Internship experience.

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SUGGESTIONS FOR A SUCCESSFUL CO-OP EDUCATION/INTERNSHIP EXPERIENCE

ATTITUDE:

How will your attitude affect your career growth? Supervisors and potential employers seek individuals who possess a good attitude to job assignments. A good attitude involves many things, some of which are listed below.

1. A good attitude is displayed, to an extent, in punctuality.
2. A good attitude is also displayed in a ready acceptance of tasks. Cooperative and successful completion of assigned tasks generally leads to additional responsibilities.
3. Another sign of a good attitude is an active interest in the work done by your unit. Most supervisors will welcome the opportunity to give a breakdown of the unit's tasks and their significance to the company's efforts. Your interest in your unit is usually rewarded by the unit's interest in you.
4. Another trait, which is indicative of good attitude, is your ability to get along with your fellow employees. Satisfactory relations with your co-workers will seldom be a problem if you practice tact and fairness in dealing with them.

ATTIRE:

Before reporting on a job, the student is encouraged to inquire about the appropriate dress for the specific work assignment. The work supervisor can, most often, supply this information.

CONDUCT:

1. The student is considered an employee of the company or agency, and as such, is subject to the employer's rules and regulations. Students should not expect special treatment by their employers. In some cases, Co-op/Intern students are placed in a separate job classification and, in others, are given a regular job classification used for regular employees doing the same type of work. In either case, the student must be familiar with the policies governing working conditions, hours of work, personal appearance and dress, attendance, and other matters concerning employment. The student is expected to abide by these rules and regulations. Failure to do so will be reflected in the evaluation record for the student's work experience.
2. All parties to the Co-op Education/Internship work experience must comply fully with the Wayne State College Sexual Harassment Policy. Any student who believes that he/she has been sexually harassed while participating in the Co-op Education/Internship work experience should contact Career Services or the Department Chair/Advisor immediately.
3. The student should maintain close contact with Career Services while on his/her Co-op Education/Internship work experience. In addition to satisfactory job performance, the student should be: (a) submitting required reports by dates due, (b) keeping all persons including Career Services, the Department Chair/Advisor, and the employer informed of any change of address, telephone number, or reasons for absence and/or other changes which may occur.
4. Your experience will offer you many opportunities to sell yourself to management. Ask yourself often, "Am I demonstrating, by my participation, that I possess personal qualifications for future leadership?" Your appearance and conduct should always be in accord with the nature and the requirements of the work environment.

ABSENCE FROM WORK:

The tasks performed by a student on the job are part of a carefully planned and scheduled program. A student's absence from his/her work necessitates re-planning and rescheduling by the employer; therefore, sickness or any emergency necessitating a student's absence should be reported to the employer as soon as possible.

LEAVE, QUITTING, OR TERMINATION:

1. Once employment is accepted, the student is expected to remain in the program until the end of the training assignment. A student may not voluntarily leave an assigned job without notification and approval of Career Services.
2. If you quit your job during the process of the assignment without approval, you will be withdrawn from the Co-op Education/Internship Program with a grade of W (withdrawn). If extenuating circumstances arise making it necessary to change employers, the College requires that you make every effort to correct the situation and/or obtain a favorable recommendation from the employer. When considering such action, the first contact must be with Career Services involving a discussion of all factors leading to the decision to leave. When approved, all resignations must be in writing, addressed to the employer, with a copy to the Career Services Office.

UNEMPLOYMENT:

The Co-op/Intern student will not apply for unemployment benefits due to the fact that he/she is a Co-op/Intern student and will work on the Co-op/Internship job for a specified period of time. Upon completion of the Co-op Education/Internship experience, the student will leave voluntarily, unless other arrangements are made.

CAREER SERVICES OFFICE AND DEPARTMENT CHAIR/ADVISOR'S ROLE:

Career Services and the Department Chair/Advisor will provide supervision to the student while on the Co-op Education/Internship work experience assignment. This entails:

- A) Meeting with the Co-op/Intern student as necessary to monitor the work progress and discuss the student's written reports. This procedure may be done through mail or e-mail correspondence.
- B) Meet/phone the student and the student's work supervisor at the place of employment at least one time, if possible, during a work period to review the nature of the work assignment and to review the student's progress.
- C) Working with both the student and employer on any concerns and/or difficulties that arise during the work period for purposes of support and guidance.
- D) The Department Chair/Advisor will award the academic credit and grade of "S" (Satisfactory) or "NC" (No Credit) for the student's Co-op/Internship work term and will ensure that standards of the academic department are being fulfilled. For Transcript Notation, the Co-op Education/Internship staff will notify the Registrar on completion of the work experience for insertion on your transcript.

CO-OP EDUCATION/INTERNSHIP CALENDAR
Spring 2012

Due Dates Assignments/Activities

1. ASAP Submit **Co-op Education/Internship Training Agreement** (page 4) to the Career Services Office.
2. 03-12-12 Submit **Student Mid-Term Progress Report** (page 5) to the Career Services Office.
3. 04-16-12 Submit **Final Student Evaluation** (page 6) to the Career Services Office.
4. 04-16-12 Submit **Employer Evaluation** (page 7) to the Career Services Office.
 Signatures required:
 1. Employer/Supervisor
 2. Student
5. 04-16-12 Complete **Final Report** (guidelines – page 9) and submit to the Career Services Office.

CO-OP EDUCATION/INTERNSHIP EVALUATION:

Your grade of “S” (Satisfactory) or “NC” (No Credit) for the Co-op Education/Internship course will be determined by your Department Chair/Advisor based on the following criteria:

1. Dates of completion of above assignments/activities.
2. Completion of any additional departmental assignments.
3. Employer evaluation and reports.

For Transcript Notation the Co-op Education/Internship staff will notify the Registrar on completion of work experience for insertion on your transcript.

***Always make and keep a copy of all assignments for your file.**

**CO-OP EDUCATION/INTERNSHIP
TRAINING AGREEMENT**

First experience: _____

Second experience: _____

EMPLOYER _____ SUPERVISOR _____ JOB TITLE _____ ADDRESS _____ _____ CITY STATE ZIP TELEPHONE _____ EMAIL _____	STUDENT _____ JOB TITLE _____ ADDRESS _____ _____ CITY STATE ZIP TELEPHONE _____ EMAIL _____
Description of Job: _____ _____ _____	
Dates of Employment: Starting _____ Ending _____ Salary: \$_____ per hour. Other benefits student will receive: _____ _____	
<i>The student employment and compensation conforms to Federal & State laws.</i>	

STUDENT AGREES TO:

- Follow the employer’s work and job conduct rules.
- Report to work promptly and regularly and notify the employer at once if illness or an emergency prevents him/her from working.
- Attend special seminars or related classes (as specified), and perform all assignments.
- Notify the Co-op Education/Internship staff immediately if he/she is dismissed from his/her job; or on changes in employment.

COLLEGE AGREES TO:

- Provide staff to work with the employer and to coordinate the student’s on-the-job experiences and his/her college program.
- Grant appropriate credits for successful job performance.

CO-OP EDUCATION/INTERNSHIP FINAL STUDENT EVALUATION

Name _____ Employer _____
(First) (Last)

PLEASE COMPLETE IN BLACK PEN OR TYPE

1. In what ways were you able to gain insight into the practices and problems of a job in your field?

2. How has the work experience confirmed or altered your career choice?

3. What has the Wayne State College Co-op/Internship staff done to make your experience with the program meaningful one?

4. Please indicate one or more positive aspects of participating in a co-op education/internship work experience?

Please rate your Co-op/Internship experience according to the following:

	Superior	Good	Average	Poor	N/A
Cooperation and support from co-workers					
Willingness of supervisor to teach					
Learned new information, skills or techniques					
Opportunities to show leadership					
Quality of work					
Quantity of work					
Opportunities to think and act independently					
Met people who contributed to professional growth					

Gross amount you earned throughout the duration of this Co-op Education/Internship work experience:

\$ _____

Hours Worked:

Week 9: _____ Week 12: _____ Week 15: _____
 Week 10: _____ Week 13: _____ Week 16: _____
 Week 11: _____ Week 14: _____ Total: _____

**EMPLOYER EVALUATION
OF
CO-OP EDUCATION/INTERN STUDENT**

(To be completed by supervisor)

Supervisor's ratings are helpful to us in evaluating the student's performance and will become a part of the student's file. This evaluation is of paramount importance in the student's professional and personal development.

Please evaluate the student objectively, comparing him/her with other students of comparable academic level and training; with other employees serving in similarly classified positions; and with individual standards of performance. Should additional space be necessary for your comments, please feel free to attach a separate sheet to the form.

Student _____

Employer _____

Supervisor _____ Title _____

Briefly describe the position and responsibilities assigned to the student.

What are the student's major professional assets and strengths?

What are the student's major professional and developmental needs?

If this was the student's first work semester with you, how well prepared was he/she for a Co-op Education/ Internship experience?

If this was not the student's first work semester with you, what changes have you seen in him/her since then?

Please continue on backside

Please rate the student on the following:

Superior Good Average Poor N/A

	Superior	Good	Average	Poor	N/A
Attitude toward work					
Attitude toward superiors					
Attitude toward co-workers					
Quality of work accomplished					
Quantity of work accomplished					
Ability to learn on the job					
Willingness to learn					
Ability to communicate					
Ability to think and act independently					
Personal appearance					
Dependability					
Conformance to organizational policy					
Maturity					
Self-confidence					
OVERALL RATING					

Additional comments:

Supervisor's signature _____ Date _____

To be completed by the student prior to mailing:

___ I have seen this evaluation.

___ I have discussed this evaluation with my supervisor.

Student's comments:

Student's signature _____ Date _____

GUIDELINES FOR FINAL REPORT

The required final report, by the student, is due upon completion of the Co-op Education/Internship experience. You must follow all guidelines for college-level writing in the final report, including grammar, punctuation and spelling. Your paragraphs must be cohesive and address the following minimum requirements.

1. A typed (double-spaced) two page minimum report with one-and-a-half margins and typed in a 12-point font.
2. A description of job, workplace, duties and accomplishments.
3. Did your job provide any new learning experiences for you this semester? Write at least one detailed paragraph about each new learning experience.
4. What skills have you improved? How have they improved?
5. Do you feel competent to handle all of the tasks that have been assigned to you on this job? Are there any skills that you feel you need to improve? Could these be included in one of the classes taught in your major program? Be specific about tasks and skills.
6. What additional duties would you have liked to have performed at this job site?
7. What phases of your work did you enjoy most this semester? Least?
8. What helpful instructions did you receive that enabled you to do better on the job (from supervisors, fellow employees, others)?

Note: Please refer to the Co-op Education/Internship Calendar for the due date.