



# SCHOOL OF ENGINEERING AND TECHNOLOGY

A PURDUE UNIVERSITY SCHOOL

Indianapolis

## Co-op / Internship Syllabus

### Course Description:

An **Internship** is a 1-3 credit hour supervised pre-professional learning experience that allows students to apply their skills and knowledge in a professional setting. These experiences are designed to enhance the student's preparedness for an intended career with a business, industry, or government agency. Internships can range from 15-40 hours per week, but must last the duration of at least 10 weeks.

**Cooperative education** is a partnership between academic institutions and the practical world of work. For students, it is a formal education and practical experience in business, industry or government agency, a blend of theory and application, new skills and knowledge, a competitive salary, and a validation of career choice. Cooperative education is different from internship. A co-op student alternates semesters of work and full-time study. Students must commit to working for at least 3 semesters with the same company. However a traditional co-op consists of five work sessions.

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**Website:** [www.etcareers.iupui.edu](http://www.etcareers.iupui.edu)

### Objectives:

- Increase Understanding of Classroom Theory through Hands-On Application
- Gain Exposure to Potential Career Opportunities
- Sharpen Interpersonal Skills
- Improve Marketability by Adding Experience in the Field of Study

### Required Assignments:

- **Survey**  
This information is very important to our office and is used to track internship wages, trends in hiring, and in determining whether a site visit is appropriate.
- **Site Visit (when requested by instructor)**

After you have completed 50% of your internship or co-op work session you may be asked by the instructor to identify potential dates and times for an on-site visit by the Office of Career Services and Professional Development. Please submit date(s) and time(s) to the office via the assignment tab in Oncourse so a visit can be arranged. During the visit we will want to see your work site location, a brief demonstration of your work (your time to shine and be proud of what you have completed so far), and to meet with both the student and supervisor individually.

- **Presentation (BME & ME students only)**

BME and ME students are required to present their experience to the Faculty. Students should contact their Faculty Advisor prior to the end of the semester to discuss presentation requirements. Presentations should include an overview of the internship experience and illustrations of work that may be found in the work report.

- **Employer Evaluation**

Your supervisor's evaluation of your performance provides important information for your career development and for the continued enhancement of the internship program. The school's Cooperative Education/Internship Program - Employer Assessment form must be used.

- **Student Evaluation**

Self-reflection is an essential component of ensuring an internship is a good learning experience. To foster this process and provide us with valuable feedback, you are required to complete a brief online evaluation of your internship/co-op experience.

- **Work Report**

Your work report is an important document, as it will be the primary means of evaluating your work experience. The report is a technical paper and should not be viewed as a simple narrative of your experience. It should be 6-8 pages in length and free of grammatical, punctuation, and spelling errors. The following information will assist you in the completion of your report.

**Please use the following format in the development of your report.**

### **Work Report Specific Requirements:**

- |  |   |
|--|---|
| 1. Typewritten   | 6. Due Date will be Posted to the Assignments Tab of Oncourse.                                  |
| 2. Double-spaced   | 7. All Reports should be turned in via Oncourse by 5pm on the Due Date.                         |
| 3. 1" Margins  | 8. A completed Cooperative Education/Internship Program - Employer Assessment form is required. |
| 4. 12 Point Font - Times New Roman   |   |
| 5. Written Report should be 6-8 pages in length (Excluding the Title Page and Documentation) |   |

### **Reports must include the following components**

#### **Student's written report on work experience:**

- I. **Title Page:** Include your name, appropriate internship or co-op course number, class number, name and address of employing company, semester /year of work experience and the date the report will be submitted.
- II. **Introduction:** (approximately 1page in length) The introduction should give a brief overview of your work assignment. Include company name, supervisor's name, job title, brief overview of duties performed and the duration of your work experience.
- III. **Discussion** (2-3 pages in length): Description of the employing company. Include information on major products produced or services rendered, company size, company ownership, organizational structure, etc. Description of the department(s) in which you worked and its function within the organization. Description of your job assignment. Describe what you did in detail, activities undertaken, and the relationship of these activities to the overall organization (reference any key contributions that you might have made). List and describe equipment used and projects assigned.
- IV. **Documentation:** Tables, charts, graphs, drawings, computer programs, photographs, etc. that help document work assignments. This information must be labeled and referenced in the discussion section of the work report

- V. **Evaluation** (3-4 pages in length): A detailed description of what you learned during the work period. A list of evaluation questions are provided below (to be answered in paragraph format)
- What effect has your work experience had in your understanding of your course work?
  - What specific courses and theory did you apply during your work session? Explain?
  - Was the internship or co-op work session challenging? Why?
  - How well did your education prepare you for the experience? What changes if any should be made?
  - How appropriately did your supervisor/ company evaluate your progress?
  - What was your favorite part of the work experience?
  - How might your employing company improve its Co-op / Internship Program?
  - What conclusions have you drawn based on your work experience that may help you in the future?
  - What can our office do to better assist you in the future?

**Grading:**

- Internship and Co-op courses are graded on a Satisfactory/ Fail basis. The work report is the culmination of your work experience. The survey and work report, in conjunction with the feedback we receive from your employer, will ultimately determine your grade.
- The work report MUST be turned in via Oncourse at the date specified therein. This report will ultimately be graded by the Office of Career Services and Professional Development. If the report is deemed to be less than satisfactory it will be returned to the student for revision. This will occur until the preceding requirements have been fulfilled.
- A grade of Incomplete will only be given in cases where unusual circumstances prevent the student from completing the assignments within the time limits specified in this course. Therefore it is extremely important that all assignments are completed in a timely fashion.

**Code of Conduct:**

1. Students must not falsify or invent any information or data when applying or interviewing for internship or co-op opportunities.
2. Students will conduct themselves in a professional (career oriented) manner at all times.
3. Students will be punctual in reporting for the professional experience (on or off-campus) and will adequately notify the site and instructor about any absence.
4. Students will use appropriate written and oral communication in all interactions with managers, supervisors, employees, the public and clients while at the on or off-campus sites.
5. Students will participate in any orientation or testing required by the professional site.
6. Students will not engage in any unethical (doing what is wrong) or illegal practices while at the professional site (on or off-campus).
7. The student accepts responsibility and accountability for their decisions and actions taken when at the professional site (on or off-campus).
8. Students shall maintain their role of "student in training" at all times during the term of the off-campus professional experience or on-campus class. As "student in training", they shall always take direction from instructors, professionals and managers both on and off-campus.

**Counseling and Psychological Services (CAPS):**

During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting IUPUI's Counseling and Psychological Services (CAPS). All IUPUI students are eligible for individual counseling services at minimal fees. Group counseling services are free of charge. CAPS also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located in Walker Plaza, Room 220 (719 Indiana Avenue) and can be contacted by phone (317-274-2548). For more information, see the CAPS web-site at: <http://life.iupui.edu/caps/>.

## **IUPUI Principles of Undergraduate Learning:**

IUPUI's Principles of Undergraduate Learning, developed over several years of discussion involving hundreds of faculty, students and staff, were adopted by the Faculty Council in May 1998. These principles describe the fundamental intellectual competence and cultural and ethical awareness that we believe every graduate of an IUPUI baccalaureate degree program should attain.

### **Core Communication and Quantitative Skills**

The ability of students to write, read, speak and listen, perform quantitative analysis, and use information resources and technology and the foundation skills necessary for all IUPUI students to succeed. This set of skills is demonstrated, respectively, by the ability to:

- Express ideas and facts to others effectively in a variety of written formats;
- Comprehend, interpret, and analyze texts;
- Communicate orally in one-on-one and group settings;
- Solve problems that are quantitative in nature, and
- Make efficient use of information resources and technology for personal and professional needs.

### **Critical Thinking**

The ability of students to analyze information and ideas carefully and logically from multiple perspectives. This skill is demonstrated by the ability of students to:

- Analyze complex issues and make informed decisions;
- Synthesize information in order to arrive at reasoned conclusions;
- Evaluate the logic, validity, and relevance of data;
- Solve challenging problems, and
- Use knowledge and understanding in order to generate and explore new questions.

### **Integration and Application of Knowledge**

The ability of student to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives. This skill is demonstrated by the ability of students to apply knowledge to:

- Enhance their personal lives;
- Meet professional standards and competencies, and
- Further the goals of society.

### **Values and Ethics**

The ability of students to make judgments with respect to individual conduct, citizenship, and aesthetics. A sense of values and ethics is demonstrated by the ability of students to:

- Make informed and principled choices regarding conflicting situations in their personal and public lives and to foresee the consequences of these choices, and
- Recognize the importance of aesthetics in their personal lives and to society.