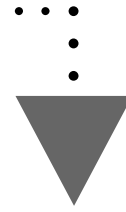




Career Services

**University of Oklahoma**  
**StudentAffairs**



# Co-op Placement Packet

Career Services, 900 Asp Ave, Suite 323, OMU, Norman, OK, 73019  
Phone: (405) 325-1974  
Fax: (405) 325-3402  
[www.HireSooner.com](http://www.HireSooner.com)

# ENROLLING IN THE CO-OP COURSE

## HOW

1. Obtain permission to enroll in the co-op course from the Internship Coordinator at Career Services.
2. The co-op course is an S/U graded course. You are considered a full time student of The University of Oklahoma when you are enrolled in this course.
  - a. **College of Arts & Sciences** students will enroll in CAS 3901, Sec. 001
  - b. **College of Business** students will enroll in B AD 4700, Sec 13.
  - c. **College of Engineering** students will enroll, depending on their major, in 2281, example: AME 2281, for Mechanical Engineering Majors
3. You need to enroll in the co-op course *before* starting the co-op position in order to receive credit.

## WHY

1. To be considered a full-time student of The University of Oklahoma, you will need to be enrolled in one of the co-op courses. If you have student loans and are not registered in a co-op course, your loans may go into default, and you will have to start making payments on your loans.
2. Many organizations want their co-op students to be a part of an official co-op program at the student's school. To be considered officially part of The University of Oklahoma's Cooperative Education Program, you need to be enrolled in the co-op course.
3. Engineering students who participate in at least three semesters of co-op may petition their department to waive a technical elective.
4. International students must be enrolled in the co-op course to apply for curricular practical training.

## **THE STUDENT'S ROLE/ DUTIES**

1. Adhere to company work hours, policies, procedures and rules governing professional staff behavior. Student must also adhere to company policies governing the observation of confidentiality and handling of confidential information.
2. Maintain professional relationships with company employees, customers, etc.
3. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.
4. Be consistent and punctual in the submission of all work assignments to your supervisor and the Intern Coordinator.
5. Ask for assistance if necessary. Your supervisor would rather spend time now to make sure something is done right than do it over in the future.
6. Ask for feedback. Constructive criticism allows you to modify or change behavior/performance for the most productive use of your internship.
7. Maintain a weekly journal of the activities engaged in on the job. The journal should detail work assignments and tasks performed giving a brief description of the client (e.g., industry, size); the nature of the work (e.g., audited fixed assets; consulted w/clients regarding internal controls, researched tax treatment of potential reincorporation) and approximate times. It should also comment on specific problems and challenges encountered and how they were analyzed and resolved. Periodically a supervisor should be asked to review the journal and add their reflections and comments as feedback to enhance the educational experience.
8. Submit one copy of a summary paper (five-to-ten pages, double-spaced, typed, 12 pt. font) covering his/her co-op experience to the Coordinator at the completion of the coop. The paper should describe in detail the knowledge and skills acquired through the co-op, how the co-op experience related to and enhanced your coursework, and what insight it provided regarding your field and career. The nature of the paper and its scope is further described in the Career Services Co-op Placement Packet. The paper is due on the last day of classes of the school term in which the credit is given.
9. Submit one copy of the Employer's First Month and Final Evaluation Forms to the Co-op Coordinator. This final evaluation will be due on the last day of classes of the school term in which the credit is to be given.
10. Submit one copy of the Student First Month and Final Evaluation of the Co-op to the Co-op Coordinator. The final evaluation is due at the same time the summary paper is submitted.

**CONTACTING  
THE  
CO-OP COORDINATOR  
DURING CO-OP**

**WHO'S WHO**

**Betsy Bishop**, Assistant Director, is the Internship Coordinator for The University of Oklahoma. Her email address is [bbishop@ou.edu](mailto:bbishop@ou.edu).

If for some reason Betsy is unavailable, the following professional staff members can help you:

**Whitley Graham**, Associate Director, Career Services

**Bette Scott**, Director, Career Services

All of the above can be reached at the following:

**Career Services**

**900 Asp Ave, Suite 323, OMU**

**Norman, OK 73019**

**(405) 325-1974**

Academic co-op credit for students in the Price College of Business is handled by John Hobbs.

John Hobbs, Division of Marketing  
Michael F. Price College of Business  
(405) 325-2668  
[jhobbs@ou.edu](mailto:jhobbs@ou.edu)

# GUIDELINES FOR CO-OP/INTERNSHIP PAPER

At the end of each work rotation, you are required to complete a summary report of co-op work duties and experiences. **Papers are due the last day of the semester, regardless of what the ending date of work term might be.** The purpose of this report is to give you an opportunity to put co-op experiences into perspective and to provide other University of Oklahoma students with an in-depth picture of co-op employment opportunities so they can make better academic and career choices. The organization and content of the paper is as follows:

- 1) Title Page (unnumbered).
- 2) Table of Contents (unnumbered).
- 3) Brief description of the organization for which you worked (kind of business or service, products, history, function and responsibilities of various departments, relationship of your department to the overall organization, physical facilities, and facts about the employer--such as affiliates, locations, number of employees).
- 4) Description of the work experience throughout the work term. Description of any jobs that were assigned on a recurring basis as well as special projects.
- 5) Discussion of the types of technology used in your co-op.
- 6) Evaluation of the relevance of the skills and knowledge learned in your coursework to your experience. How could your final remaining coursework better prepare you for your co-op/career?
- 7) Evaluation of relevance of the work experience to your field of study. Discussion of the most useful skills and knowledge gained.
- 8) Level of responsibility that was assigned to you in your co-op position.
- 9) General evaluation of the educational and professional level of your work associates.
- 10) Working conditions, living arrangements, contact with other co-op students within your organization.
- 11) Evaluation of job satisfaction. Did the experience meet with your expectations?
- 12) In conclusion, assess the value of your co-op experience and whether you are interested in returning to the company for co-op and/or professional employment.

# **SUMMARY REPORT GUIDELINES**

## **THE SUMMARY REPORT MUST BE:**

- At least 5-10 pages.
- Typed.
- Double-spaced. 1” margins. 12-pt. font.
- Properly punctuated with proper grammar.
- Completed on time. **It is due the last day of classes each semester.**

## **GRADING PROCEDURE BY THE CO-OP COORDINATOR FOR COURSE CREDIT WILL BE BASED ON:**

- 1) First month and final evaluation reports by the employer.
- 2) First month and final evaluation reports by the student.
- 3) Weekly journal of the activities engaged in on the job..
- 4) Substantive information on student's education and training with the organization as presented in the Summary Report.
- 5) Summary report structure, organization, grammar, punctuation, and overall quality.
- 6) For first term co-ops, completion of a degree plan (form enclosed with application packet).

# OFFICES ON CAMPUS THAT MIGHT NEED TO KNOW THAT YOU ARE CO-OPING

## BURSAR'S OFFICE

<https://bursar.ou.edu/>

**(405) 325-3121 1000 Asp Ave., Buchanan Hall, Room 105**

1. Change billing address to current co-op address or permanent address.
2. Be sure to pay all Bursar fees before leaving or an enrollment stop will be placed on your records, and the Co-op Coordinator will not be able to help you pre-enroll for the semester that you will be returning to campus.

## ACADEMIC RECORDS

[www.ou.edu/recordsandtranscripts/home.html](http://www.ou.edu/recordsandtranscripts/home.html)

**(405) 325-2012, 1000 Asp Ave., Buchanan Hall, Room 330**

1. Change student address to current co-op address, and make sure that an accurate permanent address is on file.

## FINANCIAL AID

[www.financialaid.ou.edu/](http://www.financialaid.ou.edu/)

**(405) 325-4521, 1000 Asp Ave., Buchanan Hall, Room 216**

1. Tell Financial Aid of your change of enrollment to a co-op student. You will have to visit the office and fill out some forms. If you do not do this, you will start to receive messages from the student loan people asking, "Why are you not in school ?" and "You owe lots and lots of money, NOW!"

## SCHOLARSHIP PROGRAMS

1. If you receive a scholarship, notify that scholarship office of your change in enrollment to a co-op student so your scholarship can be deferred to the semester that you will be returning to campus.
2. Scholarship Offices:  
**National Scholars' Program** (405) 325-1290, Jacobson Hall, Room 104  
**Multicultural Engineering Program** (405) 325-0095, 865 Asp Ave., Felgar Hall, Room 113A  
**JCPenney Leadership Program** (405) 325-2501, 307 W. Brooks, Adams Hall, Room 106

## UNIVERSITY HOUSING

[www.housing.ou.edu/](http://www.housing.ou.edu/)

**(405) 325-2511, 1406 Asp Ave., Walker Center, Room 126**

1. If you are currently living in University Housing you will need to let the Housing Office know that you need to be released from your housing contract. Normally Housing will make arrangements to carry over any housing deposits or payments until the semester that you return to campus.
2. If you are requested by University Housing to bring proof of enrollment in the Cooperative Education Program, enclosed with this packet is a "Verification of Co-op Enrollment for University Housing" form. Bring this form to Career Services and the Co-op Coordinator will fill it out for you.

**VERIFICATION OF  
COOPERATIVE EDUCATION ENROLLMENT  
FOR UNIVERSITY HOUSING**

**DATE:** \_\_\_\_\_

**TO:** UNIVERSITY HOUSING

**CC:** STUDENT FILE

**FROM:** BETSY BISHOP, ASSISTANT DIRECTOR, CAREER SERVICES

**RE:** ENROLLMENT VERIFICATION

Please let this letter serve as verification that \_\_\_\_\_ ,  
ID# \_\_\_\_\_ is officially enrolled in The University of  
Oklahoma's Cooperative Education Program. The student has accepted a co-op position  
with \_\_\_\_\_  
located in \_\_\_\_\_  
will be working for \_\_\_\_\_ for the \_\_\_\_\_  
semester(s). If you have any questions concerning this, or if I can supply any additional  
information, please feel free to contact me at 5-1974.

\_\_\_\_\_  
Cooperative Education Coordinator

## STUDENT FIRST MONTH EVALUATION OF CO-OP

Name \_\_\_\_\_ Major \_\_\_\_\_

Employer \_\_\_\_\_ Department \_\_\_\_\_

Hours per week \_\_\_\_\_ Date: \_\_\_\_\_

Fringe benefits provided by your company for its co-ops: (check all that apply)

Life insurance                       Medical insurance  
 Paid holidays                       Sick pay  
 Vacation time                       Credit union  
 Relocation reimbursement                       Tuition reimbursement  
 Other (please specify) \_\_\_\_\_

How did your company provide assistance in your housing search? (check all that apply)

Roommate listing       Relocation center       Separate apartment complex  
 Other (please specify) \_\_\_\_\_

Please circle the most appropriate answer:

- Was assistance available from your supervisor?  
Frequently      If needed      Seldom      Never
- Was adequate explanation given to you concerning what was expected of you and the nature of tasks assigned?  
Frequently      If needed      Seldom      Never
- How often did your supervisor discuss your job performance with you?  
Weekly      Monthly      Once or twice      Never
- Was the work load adequate?  
Always      Frequently      Sometimes      Seldom      Never
- How were communication and cooperation among co-workers?  
Excellent      Good      Average      Fair      Poor
- Did you associate with your co-workers after work?  
Frequently      Sometimes      Seldom      Never
- How was your academic preparation for this job?  
Excellent      Good      Average      Fair      Poor
- Did the company organize gatherings for its co-ops?  
Frequently      Sometimes      Seldom      Never
- How would you rate your academic preparation for this position compared to colleague co-op students from other universities and colleges?  
Excellent      Good      Average      Fair      Poor
- Did assignments meet your expectations?  
Exceeded      Met      Fell below
- Would you consider this company for permanent employment?      Yes      No

## STUDENT FINAL EVALUATION OF CO-OP

Name \_\_\_\_\_ Major \_\_\_\_\_

Employer \_\_\_\_\_ Department \_\_\_\_\_

Hours per week \_\_\_\_\_ Date: \_\_\_\_\_

Please circle the most appropriate answer:

1. Was assistance available from your supervisor?  
Frequently      If needed      Seldom      Never
2. Was adequate explanation given to you concerning what was expected of you and the nature of tasks assigned?  
Frequently      If needed      Seldom      Never
3. How often did your supervisor discuss your job performance with you?  
Weekly      Monthly      Once or twice      Never
4. Was the work load adequate?  
Always      Frequently      Sometimes      Seldom      Never
5. How were communication and cooperation among co-workers?  
Excellent      Good      Average      Fair      Poor
6. Did you associate with your co-workers after work?  
Frequently      Sometimes      Seldom      Never
7. How was your academic preparation for this job?  
Excellent      Good      Average      Fair      Poor
8. Did the company organize gatherings for its co-ops?  
Frequently      Sometimes      Seldom      Never
9. How would you rate your academic preparation for this position compared to colleague co-op students from other universities and colleges?  
Excellent      Good      Average      Fair      Poor
10. Did assignments meet your expectations?  
Exceeded      Met      Fell below
11. Would you consider this company for permanent employment?      Yes      No

**Employer First Month Evaluation Form**  
**University of Oklahoma**

Name \_\_\_\_\_ Major \_\_\_\_\_

Circle one: Soph Jr Sr Grad Work Term: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

Circle one: Spring Summer Fall Employer/Location: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Please evaluate the student's performance on a scale from 4 to 1, with 4 being the highest rating in the areas below. The student's supervisor should complete this form and discuss it with the student. The student has the responsibility of returning the completed form to Career Services, Suite 323, OMU, Norman, OK. 73019, Fax: (405) 325-3402

**Performance Ratings:**

Exceeds Standards = 4

Needs Some Improvement = 2

Meets Standards = 3

Needs Much Improvement = 1

**SKILL**

1. Possesses necessary technical knowledge. \_\_\_\_\_
2. Adapts to changing work assignments and situations. \_\_\_\_\_
3. Able to cooperate and work with other people. \_\_\_\_\_
4. Ability to write effectively (i.e. written reports, use of illustrations). \_\_\_\_\_
5. Ability to speak effectively (i.e. oral presentations, use of visual aids). \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**PERFORMANCE**

6. Listens and carries out instructions. \_\_\_\_\_
7. Works effectively without close supervision. \_\_\_\_\_
8. Meets deadlines and schedules. \_\_\_\_\_
9. Produces acceptable quality of work. \_\_\_\_\_
10. Produces acceptable quantity of work. \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**JUDGMENT**

11. Demonstrates ability to make decisions or seek appropriate help. \_\_\_\_\_
12. Shows problem-solving ability. \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**ATTITUDE**

13. Accepts responsibility and is a self-starter. \_\_\_\_\_
14. Exhibits interest and enthusiasm about the job. \_\_\_\_\_
15. Maintains appropriate dress and grooming habits. \_\_\_\_\_
16. Maintains good attendance and punctuality. \_\_\_\_\_
17. Adheres to organizational regulations. \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluation has been discussed with student? (circle one) YES NO

**Employer Final Evaluation Form**  
**University of Oklahoma**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions:** Please evaluate the student's performance on a scale from 4 to 1, with 4 being the highest rating in the areas below. The student's supervisor should complete this form and discuss it with the student. The student has the responsibility of returning the completed form to Career Services, Suite 323, OMU, Norman, OK. 73019, Fax: (405) 325-3402

**Performance Ratings:**

Exceeds Standards = 4

Needs Some Improvement = 2

Meets Standards = 3

Needs Much Improvement = 1

**SKILL**

1. Possesses necessary technical knowledge. \_\_\_\_\_
2. Adapts to changing work assignments and situations. \_\_\_\_\_
3. Able to cooperate and work with other people. \_\_\_\_\_
4. Ability to write effectively (i.e. written reports, use of illustrations). \_\_\_\_\_
5. Ability to speak effectively (i.e. oral presentations, use of visual aids). \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**PERFORMANCE**

6. Listens and carries out instructions. \_\_\_\_\_
7. Works effectively without close supervision. \_\_\_\_\_
8. Meets deadlines and schedules. \_\_\_\_\_
9. Produces acceptable quality of work. \_\_\_\_\_
10. Produces acceptable quantity of work. \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**JUDGMENT**

11. Demonstrates ability to make decisions or seek appropriate help. \_\_\_\_\_
12. Shows problem-solving ability. \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**ATTITUDE**

13. Accepts responsibility and is a self-starter. \_\_\_\_\_
14. Exhibits interest and enthusiasm about the job. \_\_\_\_\_
15. Maintains appropriate dress and grooming habits. \_\_\_\_\_
16. Maintains good attendance and punctuality. \_\_\_\_\_
17. Adheres to organizational regulations. \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

**Employer Final Evaluation Form Page 2**  
**University of Oklahoma**

Name \_\_\_\_\_

**Performance Ratings:**

Exceeds Standards = 4

Needs Some Improvement = 2

Meets Standards = 3

Needs Much Improvement = 1

**STUDENT DEVELOPMENT ASSESSMENT**  
**(FOR COLLEGE OF ENGINEERING STUDENTS ONLY)**

- 18. Ability to apply basic SCIENCE (chemistry, physics) and MATHEMATICS. \_\_\_\_\_
- 19. Knowledge of ENGINEERING principles and practice. \_\_\_\_\_
- 20. Ability to write effectively (i.e. written reports, use of illustrations). \_\_\_\_\_
- 21. Ability to speak effectively (i.e. oral presentations, use of visual aids). \_\_\_\_\_
- 22. Ability to function effectively as part of a team. \_\_\_\_\_
- 23. Knowledge of professional and ethical responsibility. \_\_\_\_\_
- 24. Knowledge of how engineering solutions relate to contemporary issues. \_\_\_\_\_
- 25. Ability to identify, formulate and solve engineering problems. \_\_\_\_\_
- 26. Ability to analyze and interpret data. \_\_\_\_\_
- 27. Ability to use modern engineering tools (e.g. computers, software, instrumentation). \_\_\_\_\_

Please comment on deficiencies or exceptional points: \_\_\_\_\_

Will the company invite student back for another work tour? \_\_\_\_\_

If yes, when will the student be returning? \_\_\_\_\_

If all work tours are completed, will you be offering the student permanent employment upon graduation? \_\_\_\_\_

**SUPERVISOR'S OVERALL EVALUATION OF STUDENT'S PERFORMANCE**  
**(Check One)**

Exceeded all expectations. \_\_\_\_\_

Student performed better than expected. \_\_\_\_\_

Student performed satisfactorily. \_\_\_\_\_

Student requires substantial improvement. \_\_\_\_\_

Evaluation has been discussed with student? (circle one) YES NO

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**