ENROLLING IN THE INTERNSHIP COURSE

HOW

1. Obtain permission to enroll in the internship course from the Internship Coordinator at Career Services.

2. The internship course is a one-hour s/u graded course.

3. College of Engineering students will enroll in ENGR 4510, section will be 26 or 27.

4. You need to enroll in the internship course before starting the internship position in order to receive credit.

WHY

1. Many organizations want their internship students to be a part of an official internship 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 internship course.

2. International students must be enrolled in the internship 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 a summary paper (five-to-ten page, double-spaced, typed) covering his/her internship 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 the Employer’s First Month and Final Evaluation Forms to the Internship 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 the Student First Month and Final Evaluation of the Internship to the Internship Coordinator. The final evaluation is due on the last day of classes.
Betsy Bishop, Assistant Director, is the Internship Coordinator for The University of Oklahoma. Her email address is 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
GUIDELINES FOR INTERNSHIP PAPER

At the end of each work rotation, you are required to complete a summary report of intern 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 intern experiences into perspective and to provide other University of Oklahoma students with an in-depth picture of internship 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 internship.

6) Evaluation of the relevance of the skills and knowledge learned in your coursework to your experience.

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 internship position.

9) General evaluation of the educational and professional level of your work associates.

10) Working conditions, living arrangements, contact with other internship students within your organization.

11) Evaluation of job satisfaction. Did the experience meet with your expectations?

12) In conclusion, assess the value of your internship experience and whether you are interested in returning to the company for internship and/or professional employment.
SUMMARY REPORT
GUIDELINES

THE SUMMARY REPORT MUST BE:

- At least 5-10 pages, NOT including title page and table of contents.
- 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 INTERNSHIP 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) 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.
STUDENT FIRST MONTH EVALUATION OF INTERNSHIP

Name _______________________________________________ Major ______________________

Employer ____________________________________________ Department __________________

Hours per week ______________________________________ Date ________________________

Fringe benefits provided by your company for its interns: (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:

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 interns?
   Frequently  Sometimes  Seldom  Never

9. How would you rate your academic preparation for this position compared to colleague intern 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
STUDENT FINAL EVALUATION OF INTERNSHIP

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 interns?
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9. How would you rate your academic preparation for this position compared to colleague intern 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Major</th>
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<tr>
<th>Circle one:</th>
<th>Jr Sr Grad</th>
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<tr>
<th>Work Term:</th>
<th>1st 2nd 3rd 4th</th>
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<th>Employer/Location:</th>
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**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.  

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

<table>
<thead>
<tr>
<th>Name</th>
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Circle one: Soph Jr Sr Grad  
Circle one: Spring Summer Fall  

Work Term: 1st 2nd 3rd 4th  
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

<table>
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<tr>
<th>SKILL</th>
<th>1. Possesses necessary technical knowledge.</th>
<th></th>
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Please comment on deficiencies or exceptional points:______________________________________________________________

|--------------|-----------------------------------------|-----|-----------------------------------------------|-----|---------------------------------|-----|----------------------------------------|-----|----------------------------------------|-----|

Please comment on deficiencies or exceptional points:______________________________________________________________

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<tr>
<th>JUDGMENT</th>
<th>11. Demonstrates ability to make decisions or seek appropriate help.</th>
<th></th>
<th>12. Shows problem-solving ability.</th>
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</thead>
</table>

Please comment on deficiencies or exceptional points:______________________________________________________________

|----------|--------------------------------------------------|-----|---------------------------------|-----|---------------------------------|-----|----------------------------------------|-----|----------------------------------------|-----|

Please comment on deficiencies or exceptional points:______________________________________________________________
Employer Final Evaluation Form
University of Oklahoma

Name ________________________________

Performance Ratings:
Exceeds Standards = 4
Meets Standards = 3
Needs Some Improvement = 2
Needs Much Improvement = 1

STUDENT DEVELOPMENT ASSESSMENT
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 _______________