

**UNIVERSITY OF UTAH CHEMICAL ENGINEERING
COOPERATIVE EDUCATION/INTERNSHIP PROGRAM (CHEN 4977/4978)**

Frequently Asked Questions

- **What is the difference between a co-op job and an internship?**

A co-op is a multi-semester work opportunity with an employer who has operated a well-established co-op program for a number of years and whose co-op program will continue after the currently enrolled student is no longer part of the program. In a co-op students will work 40 hours per week.

An internship may be part-time or full-time, one or more semesters long, and students may participate in several internships during their college career with multiple employers. Most University of Utah students participate in internship programs.

- **What kind of a job qualifies for a co-op or internship?**

The job must integrate college level academic study with work experience that strengthens and complements the education received in the department.

- **What are the benefits of this type of work?**

Gain practical experience in chosen career field

Work with qualified professionals

Apply skills and knowledge learned in the classroom to actual job experiences

Begin building a network for future employment opportunities

Identify strengths and weaknesses

Enhance academic experience by seeing the application of theoretical information

- **Can I receive technical elective credit for this work experience?**

The Chemical Engineering Department awards from one to three hours per semester for students enrolled in CH EN 4977/4978, Engineering Co-op. A maximum of 6 credit hours can be earned.

One or more credit hours per semester will be awarded to students employed in a part-time internship, working a minimum of 20 hours/week, and enrolled in the university as a full-time student (12 or more credit hours).

Three credit hours per semester will be awarded to students who participate in a nationally recognized co-op program, or whose work experience is pre-approved by Professor Ring. At a minimum students will work full time (40-hours/week) for one semester.

- **How can I find one of these jobs?**

Most are posted on the departmental website at www.che.utah.edu. You may also register with Career Services (careers.utah.edu) and contact your career counselor Diane Ward dward@sa.utah.edu for assistance.

- **What if I already have a job I think would qualify or am about to start a new job?**

See the next page under **How to Get Started**.

- **What is expected of my employer?**

You will meet with your supervisor once you have registered for the class and explain the program and show him/her the Technical Report Requirements. Discuss with your employer possible learning objectives and come to a mutual agreement on four (4) learning objectives for your period of work. Finally, you will ask the supervisor to complete the enclosed final evaluation of your work.

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How to Get Started (please follow steps 1 through 3 in order):

1. Prepare 3 copies of a detailed job description reflecting the type of work you will be doing for the semester (one for your file - given to Jenny Jones once you register, one for Diane Ward, and one for your final report). This description must be signed by your employer supervisor. Make an appointment with Professor Ring and have the job description approved and initialed and then take it to Jenny for filing. Discuss any questions you may have about the Technical Report Requirements with Professor Ring.
2. Upon approval, register for CH EN 4977 (ChemE elective) or 4978 (non ChemE elective) by getting a withheld class number from Christina Bushman (cbushman@eng.utah.edu, room #3290 MEB). Give Jenny one copy of the approved job description for your file.
3. Make an appointment with Diane Ward (dward@sa.utah.edu), and bring the second copy of your approved job description, and the filled out Student Information page (see below) to the meeting.
4. Midway through your internship, contact Diane Ward by email (dward@sa.utah.edu) will contact you to arrange a site visit.
5. The Technical Report must be submitted the week prior to finals, or if your work experience began mid-semester, 14 weeks after beginning the work. Give one printed copy (not electronic) to Professor Ring and another to Diane Ward.
6. The Technical Report comprises 7 sections: (See below for a more detailed description of the Technical Report)

Title Page

Job Description (the original job description copy you retained for this report)

List of Learning Objectives (item 3 on this sheet)

Abstract or Summary

Technical Report (10-15 pages exclusive of tables, figures, graphs, etc.)

Conclusions

Resume

Employer Evaluation (provided in this packet)

Keep in mind you are receiving technical elective credit for learning, not credit for working.

PLEASE NOTE:

If you wish to do additional internships with the same employer, subsequent technical reports must be unique. You must report on different projects or assignments.

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STUDENT APPLICATION INFORMATION

Date _____

Student Name _____

Student ID # _____

Home address _____

E-mail Address _____

Home Phone _____ Work Phone _____

Major _____ Grad Date _____

Employer _____

Employer's Address _____

Supervisor's Name _____

Supervisor's Work Phone _____

Supervisor's E-mail _____

Student's Job Title _____

Co-op Beginning Date _____ Ending Date _____

Rate of Pay _____

of Hours Work/Wk _____

Semester/Year _____

No. of Credit Hours _____

Permission must be obtained to register for any number of credit hours per semester. Description of exception:

Please attach

- 1) Job Description

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TECHNICAL REPORT REQUIREMENTS

General Format

- typed, double-spaced
- 10-15 text pages in length (i.e., exclusive of figures, graphs, etc.)
- spell and grammar checked; this should be a professional, college level report

1. Title Page

- your name, ID number, major, course title, semester, date paper submitted
- company name, supervisor's name

2. Job Description

the original job description approved by Professor Ring

3. Learning objectives

- original learning objectives and modifications, if any, to those objectives

4. Abstract

- brief summary of paper
- prepare this abstract as a separate page, 100 words or less

5. Technical Report

- discuss **in detail** all technical aspects of this co-op position as it relates to your program of courses. Information should be sufficiently explicit and detailed for the professor supervising your course to understand the technical aspects of your work assignments
- this paper should not merely be a log of daily tasks, but should reflect research, analytical methods, and problem solving methods applied to the tasks performed, results and the impact of your results.
- give examples that show the application of your education and knowledge of the work performed.
- use illustration (tables, figures, drawings) that enhance the discussion of your work, being sensitive to proprietary information

6. Conclusions

- how did the projects and responsibilities relate to theory learned in the classroom?
- how will your experience help you back in classes?
- what have you discovered about the work place environment that will help you conduct a career search after graduation?

7. Resume

- attach a current resume reflecting this most recent job experience

8. Student Evaluation – You fill this in.

9. Final Employer Evaluation – Your employment supervisor fills this in. **No grade will be given without the employer evaluation.**

10. Optional one page essay for the [UWorkUWin contest](#). Submit a short paper (300 words or less) that describes something positive, interesting, fun, or -- in a word – **cool** about this work experience. Give your paper a catchy title. Pick one of the following to discuss: Projects, Co-workers, Place, or Perks. Take at least one digital photograph that illustrates your paper. E-mail the paper **and** photo as attachments to Diane Ward. (Your writing can be informal, chatty and lighthearted, but make sure you re-read what you wrote and check for accuracy just as you do for all assignments.) We may use your photo and paper in our internship publicity.

At the 7-week mark, contact Diane Ward by email (<mailto:dward@sa.utah.edu>) to arrange a site visit.

The Technical Report must be submitted the week prior to finals, or if your work experience began mid-semester, 14 weeks after beginning the work. Give one printed copy to Professor Ring and another to Diane Ward.

**UNIVERSITY OF UTAH CHEMICAL ENGINEERING
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Final Employer Evaluation**

Directions to Employer Supervisor: This form is designed to help the student understand how his/her performance is perceived. Please meet with the student and discuss your evaluation.

Student Name _____ Semester/Year _____

Skills Mastery

1. What technical skills does the student contribute to your organization?

2. What personal attributes does the student demonstrate, i.e. leadership, team player, organizational, work ethic, etc?

University Preparation

3. How well has this university education prepared the student to be successful?

4. If you were able to contribute suggestions regarding academic curriculum for students, what would they be?

Corporate Culture

5. Does the student understand the goal of the organization and their role in its success?

6. How does the student measure up to existing employee standards? If a job were available when the student graduates, would you offer a full-time position?

7. As an experienced professional in a field related to this student's area of study, you have valuable insight into what is required to be successful on the job. What advice would you give that would contribute to his/her preparation for a chosen career?

Name: _____ Title: _____ Company: _____

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Student Evaluation**

Fall Spring Summer [mark one]

Date: _____

This completed form should accurately assess your Co-Op experience. It does not need to be reviewed by your employer.

Student: _____ Graduation Date: _____

Co-Op Employer: _____ Division: _____

Department: _____

Address: _____

Street

City

State

ZIP

Position Title: _____

Briefly describe your work assignment:

Supervisor : _____ HR Employer Coordinator: _____

Work Period Starting Date: _____ . Anticipated Completion Date: _____

Regular Working Hours: Daily from _____ to _____ ; Saturday to _____

Regular overtime by days and hours, if any: _____

Average Overtime per Week (in hours): _____ . Time Absent: _____ Causes: _____

Gross Pay Rate: _____ per Hour Week Month [mark one] Estimated Total Gross Period Income: _____

Latest Change in Gross Pay from _____ to _____ per Hour Week Month Change effective: _____

Please rate the OVERALL quality and value of this Work Session by marking one of the following:

(1=Low, 10=High) 1 2 3 4 5 6 7 8 9 10

Faculty Coordinator: _____ Terry A. Ring _____

On a scale of one to five, rate the following characteristics of your Co-Op experience and your Co-Op employer.

COMMENTS

1. Relationship of work to your academic/career interests.
 No Relationship 1 2 3 4 5 Highly Related

2. Were you adequately prepared academically for your assignment?
 Under Prepared 1 2 3 4 5 Over Prepared

3. Was your work assignment challenging?
 Little Challenge 1 2 3 4 5 Overwhelmed

4. Employer's understanding and management of the Co-Op Program.
 Poor 1 2 3 4 5 Excellent

5. Employer supervision and guidance during your Co-Op assignment.
 Poor 1 2 3 4 5 Excellent

6. Your relationship with your fellow employees.
 Poor 1 2 3 4 5 Excellent

7. Overall evaluation of your employer as a Co-Op participant.
 Poor 1 2 3 4 5 Excellent

8. Did you have an exit interview with your Employer Coordinator? Yes No

9. Did you discuss this evaluation with your employer coordinator or supervisor? Yes No

How adequately were you compensated for your efforts during the work session in terms of:

	Poor			Excellent	
	1	2	3	4	5
Salary	1	2	3	4	5
Recognition by co-workers	1	2	3	4	5

How actively were your suggestions solicited for improvements in:

	1	2	3	4	5
Co-Op Program with employer	1	2	3	4	5
Business/Technical Matters	1	2	3	4	5

What new skills did you learn during this Co-Op session?

Suggestions for improvement of the program (use back of page if necessary):