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](http://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.
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.


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

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.
**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:________________
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.

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

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

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

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

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

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

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

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:

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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Excellent</th>
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<td>Recognition by co-workers</td>
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How actively were your suggestions solicited for improvements in:

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<th>Poor</th>
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<tbody>
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<td>Co-Op Program with employer</td>
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<td>Business/Technical Matters</td>
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What new skills did you learn during this Co-Op session?

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