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. 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 Mechanical Engineering Department awards from one to three hours of credit/no credit (ungraded) per semester for students enrolled in ME EN 5910, Engineering Co-op.

  **One credit hour** per semester (up to a total of 3 credit hours) 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). One credit hour may also be awarded for full-time summer employment.

  If students will be working at least 20 hours/week or more in the summer and will not be enrolled in any additional classes, they may combine the summer work experience with a spring or fall work experience at 20 hours/week or more (with the same employer) and register for **2 credit hours** either spring or fall semester. In this event, the student will treat each semester as a separate experience and complete all syllabus requirements for each semester. The student must receive approval for this plan in advance and the intent to combine the work experiences must be reflected in the initial job description.

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

- **How can I find one of these jobs?**
  Register with Career Services (careers.utah.edu) and contact your 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. The two of you will design at least four measurable, quantifiable learning objectives that you will work on during the 14-week period and that will form the basis for your technical report. The supervisor will be asked to complete a final evaluation of your work. It may be the one enclosed in the Technical Report Requirements or may be a corporate evaluation form.
How to Get Started (please follow steps 1 through 4 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 - give to Dona Holm 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 Mascaro and have the job description approved and initialed.

2. Upon approval, register for ME 5910 by getting a withheld class number from Dona Holm (dholm@eng.utah.edu, room #2220 MEB). Give Dona one copy of the approved job description for your file.

3. Meet with your employer supervisor, explain the program and show him/her the Technical Report Requirements. The two of you will design at least four measurable, quantifiable learning objectives that you will work on during the 14-week period. These objectives will form the basis for your technical report. If you have questions about how to write these objectives, contact Diane Ward.

4. Make an appointment with Diane Ward (dward@sa.utah.edu), and bring the second copy of your approved job description and the learning objectives to the meeting. Fill out the Student Information page and discuss any questions you may have about the Technical Report Requirements.

5. Midway through your internship, contact Diane Ward by email (dward@sa.utah.edu) to arrange a site visit.

6. 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 Mascaro and another to Diane Ward.

7. The Technical Report is comprised of 7 sections: (For a more detailed description of the Technical Report, see Technical Report Requirements page.)
   - Title Page
   - Job Description (the original job description copy you retained for this report)
   - Abstract including original learning objectives (item 4 on this sheet)
   - Technical Report (7-10 pages exclusive of figures, graphs, etc.)
   - Conclusions
   - Resume
   - Employer Evaluation (this may be the one enclosed in the Technical Report Requirements or may be a corporate evaluation form)

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 and may also consider some of the following subjects. Keep in mind you are receiving credit for learning, not credit for work.

The impact of new technology on your industry and how you have learned these technologies
The specific work of your department and how it contributes to the firm
Specific examples of academic learning you have applied in this workplace
UNIVERSITY OF UTAH MECHANICAL ENGINEERING
COOPERATIVE EDUCATION INTERNSHIP PROGRAM (ME 5910)

STUDENT 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 ________________________________________________

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 more than one credit hour per semester. Description of exception:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
UNIVERSITY OF UTAH MECHANICAL ENGINEERING
COOPERATIVE EDUCATION INTERNSHIP PROGRAM (ME 5910)

TECHNICAL REPORT REQUIREMENTS

General Format
- typed, double-spaced
- 7-10 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, major, course title, semester, date paper submitted
   - company name, supervisor’s name

2. Job Description
   - the original job description approved by Professor Mascaro

3. Abstract
   - original learning objectives and modifications, if any, to those objectives
   - brief summary of entire paper
   - prepare this abstract as a separate page, 100 words or less

4. 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
   - your faculty supervisor is looking for examples that show the application of your education and knowledge of the work performed.
   - use attachments (proofs, figures, drawings) that enhance the scope of your work, being sensitive to proprietary information

5. 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 way you will conduct a career search after graduation?

6. Resume
   - attach a current resume reflecting this most recent job experience

7. Employer Evaluation

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 Mascaro and another to Diane Ward.
UNIVERSITY OF UTAH MECHANICAL 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. If your company has an evaluation form that is similar, please feel free to substitute it.

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 his/her 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?

Supervisor Signature_______________________