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 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 4977/495, Engineering Co-op. A maximum of 6 credit hours, 3 credit hours each, can be earned. 4977 is in lieu of CH EN technical elective credit and 4978 is in lieu of technical elective credit outside the department.

One or more credit hours per semester will be awarded to students employed in 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 minimum students will work full time (40-hours/week) for one semester.

♦ How can I find one of these jobs? Please register with Career and Professional Development Center’s job and internship system Handshake https://careers.utah.edu/find-job/find_internship.php and contact your career counselor Megan Randall MRandall@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 them 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 a detailed job description reflecting the type of work you will be doing for the semester. This description must be signed by your employer supervisor. Make and appointment with Professor Ring and have the job description approved. Discuss any questions you may have about the Technical Report Requirements with Professor Ring.

Professor Terry Ring  
Office: 2290 MEB  
Phone: (801) 585-5705  
Email: ring@eng.utah.edu  
Website: http://che.utah.edu/~ring

2. Upon approval, register for CH EN 4977 (ChemE elective) or CH EN 4978 (non ChemE elective) by requesting a permission code online (https://www.che.utah.edu/undergraduate/forms/permission_code). Megan and Christina will send you a permission code and a class number to register for the appropriate course. Give Megan one copy of approved job description for your file.

3. The Technical Report must be submitted the week prior to finals, or if you work experience began mid-semester, 14 weeks after beginning the work. Submit one pdf copy on Canvas and send one pdf copy to Megan McAllister.

4. 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 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

2) List of learning objectives
UNIVERSITY OF UTAH CHEMICAL ENGINEERING
COOPERATIVE EDUCATION/INTERNSHIP (CH EN 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 names, 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 to discussion of your work, begin 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 https://careers.utah.edu/forms/uworkuwin.php. 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 on digital photograph that illustrates your paper. E-mail the paper _and_ photo as attachments to Megan Randall (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.

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. Submit one pdf copy in Canvas for Professor Ring and provide one pdf copy to Megan McAllister.
Final Employer Evaluation

Directions to Employer Supervisor: This form is designed to help the student understand how their 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 the 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 their preparation for a chosen career?

Name: ______________________________   Title: ________________________Company:________________________
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   [mark one]   Change effective: __________

Faculty Coordinator: _________ Terry A. Ring

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

(1=Low, 10=High)  1  2  3  4  5  6  7  8  9  10
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 Rated
   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>Poor</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>Salary</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Recognition by co-workers</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</table>
How actively were your suggestions solicited for improvements in:

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<th>Poor</th>
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<tbody>
<tr>
<td>Co-Op Program with employer</td>
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<tr>
<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: