



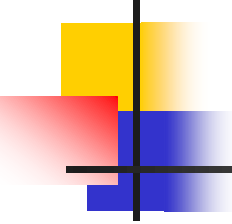
Internship Orientation Session

**Cooperative Education &
Internship Program
UW-L Career Services Office
1140 Centennial Hall**

<http://www.uwlax.edu/careerservices>

Phone: (608) 785-8570

coopintern@uwlax.edu



Cooperative Education and Internship Program Staff

- Karla Stanek – Director of Career Services, College of Business
- Tim Tritch – College of Science and Health
- Karolyn Bald – College of Liberal Studies & School of Arts & Communication
- Maureen Wilson – Applications, Position Listings and Registration



Overload Form

- **This form only pertains to interns who will have over 18 credits during the fall or spring semester or over 12 credits for the summer session.**
- **You must visit your college dean's office to obtain the form and required signature.**
- **This form must be returned to the Career Services Office.**



REQUIRED FORMS

- Credit Approval Form
- Student/Employer Work Agreement
- Work Progress Reports
- Employer Evaluations
- Student Evaluation of Internship Experience (online survey)



Credit Approval Form

- You should have returned this to Maureen Wilson in Career Services. If you have not done so, please do it immediately.
- This form needs a signature from a faculty advisor of your choice and the department chair.
- Remember to pay your \$100 deposit. Career Services cannot register you if deposit has not been paid. Summer is now required.



Student/Employer Work Agreement

- This form is to be completed with your immediate supervisor during your first day on site. Discuss with your supervisor your beginning and ending dates (and vacations).
 - Please complete this form each semester even if you are a continuing intern.
- Both you and your supervisor must sign form.
- Return this form to Career Services the **first week** of the internship.



Work Progress Reports

- Submit Work Progress Reports via the link on the Career Services webpage.
- Submit a report approximately every four weeks
 - **4 reports in fall or spring, 3 in summer**
- Each report will address these four questions; answer in as much detail as possible:
 - **Please describe your past month's work duties and responsibilities.**
 - **How are you experiencing a relevant and challenging use of your skills?**
 - **Please describe the supervision you are receiving.**
 - **Can our office or your intern faculty advisor provide assistance with any concerns or problems relating to your assignment?**



Work Progress Reports

- Copies will be emailed to your internship faculty advisor and the Career Services Office.
- These forms are **REQUIRED** to receive a grade or credit.
- These forms will not be seen by your internship employer.



Supervisor Memo with Employer Evaluations

- This packet must be given to your internship supervisor at the beginning of your internship.
- The evaluation(s) must be returned by the date(s) indicated on the supervisor's memo.
- It is YOUR responsibility to remind your employer to complete the form(s) and send to Career Services.
- Your Internship Faculty Advisor may withhold your grade or credit unless the evaluation(s) are completed.



Papers/Projects

- Internship faculty advisor may assign a paper or project in conjunction with your internship.
- Discuss the details of any additional assignments with your internship faculty advisor.
- Internship faculty advisor may withhold your grade or credit for incomplete work.



Grades

- Your grade is submitted at the end of the internship by your faculty advisor.
- If you have questions about your grade, contact your internship faculty advisor.



Concerns While on Internship

- Concerns or questions should be discussed with your internship supervisor. However, if they are not answered or resolved, contact a staff member in Career Services as soon as possible. Concerns may include:
 - Problems with supervision
 - Internship is not relevant or challenging
 - Excessive menial duties
 - A personal situation that will affect your attendance/performance on your internship



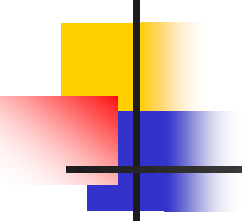
Professionalism on the Job

- Communicate with your supervisor about agreed upon schedules and days off
 - Starting/Ending dates
 - Sick Days – Remember to call!
- Adhere to the company's formal or informal dress code
 - Corporate Culture, NOT Club Culture
- Drugs & Alcohol
 - Drug testing is becoming more common with employers.
 - Social & work events – remember you are representing that organization and you need to act accordingly and responsibly
- Maintain confidentiality
- Communicate with your supervisor and co-workers
 - Remember they could serve as a reference!
- Ask for feedback and communicate your progress and achievements with your supervisor



Professionalism on the Job

- Seek out additional responsibilities
- Strive to be positive
 - Attitude
 - Present solutions, not problems
- Remember every experience is a learning experience!!!
- Seek out mentors
- Be a loyal intern – you are representing that organization
- See Career Services or your faculty advisor immediately if you have a problem



If you have any questions
about the information
presented, please talk with
Maureen Wilson or your Career
Services Coordinator.