Are you earning credit for your internship? If so, remember…

- **Check your WINGS account early in the semester to verify your internship credit registration.** Career Services staff can only register you for your credit after your internship has been approved by your faculty advisor and department chair.

- **Work Progress Reports** – complete and upload a work progress report every four weeks. Download a blank Work Progress Report from the Career Services website [http://www.uwlax.edu/Career-Services/Submit-internship-work-progress-report/](http://www.uwlax.edu/Career-Services/Submit-internship-work-progress-report/) and follow the instructions at the top of the report to upload it into Eagle Opportunities. Your internship faculty advisor will automatically receive a copy of each report you upload.

- **Employer Evaluations** – your internship supervisor will receive an email with a link to your online evaluation. Summer interns are evaluated once near the end of summer session. Fall and Spring semester interns are evaluated twice, mid-term and near the completion of the semester. Your internship faculty advisor will receive a copy of these evaluations. Evaluations will be emailed to employers on the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Mid-term Evaluation</th>
<th>Final Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016</td>
<td>No evaluation</td>
<td>August 3rd (due 10th)</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>October 17th (due 24th)</td>
<td>December 9th (due 16th)</td>
</tr>
</tbody>
</table>

- **Student Evaluation of Internship** – near the end of the semester, you will receive an email with a link to an online evaluation of your internship. Your feedback ensures that we can continue to offer quality internship opportunities to students. This feedback will only be viewed by Career Services staff.

<table>
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<tr>
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<td>December 9th (due 16th)</td>
</tr>
</tbody>
</table>

If you have questions regarding these requirements, please contact the appropriate staff member listed at the end of this handout.

**The Importance of Communication…** If any issues or concerns arise during your internship, please discuss them with your supervisor as soon as possible. If the issues are not resolved, contact a staff member in Career Services. Concerns may include:

- Inadequate orientation or training at the beginning of the internship
- Duties are not relevant or challenging
- Problems with supervision
- A personal issue that will impact your attendance or performance on your internship
Professionalism on the Job... The transition from the world of higher education to your first career position can be dramatic. Here are suggestions to help your transition:

Discuss your work schedule with your supervisor.
- Discuss an agreed upon daily schedule, days off and starting and ending dates.
  Remember the organization’s work calendar is not the same as the University calendar. For example, don’t assume you will have time off for Spring Break.

Adhere to the organization’s policies.
- Always maintain confidentiality; in a health or human services organization it may be patient/client confidentiality. In business, it may be records or new product development.
- Know and follow the policies on email, telephone and office equipment usage.
- If an employer has a required dress code in place, it is essential to abide by it. The dress code may be in written form or it may be informal. Always ask about a dress code if you are uncertain.

Communicate with your supervisor and ask questions.
- If you don’t know your supervisor’s expectations, you’ll never meet them. In turn, an employer may not realize what you have accomplished if you don’t tell them. Remember your supervisor will be your most important future work reference.
- Supervisors will encourage and expect you to ask questions. Asking questions will ease your transition into the organization’s culture and structure and will also help to develop your understanding of the job responsibilities. Be respectful of the time of others and ask if they have time to answer your question or if they prefer to meet later.

Seek out additional responsibilities and maintain a positive attitude.
- In most organizations a strong work ethic and positive attitude will be recognized and rewarded.
- Look for opportunities for personal and professional development.
- When presenting a problem to a supervisor or co-worker, always try to present a solution as well.

Seek out a mentor.
- Your mentor may be your supervisor or another employee. Share with your mentor what you’ve learned, what you would like to learn, your career goals, your mistakes and your successes. Seek career advice and feedback on your professional development.

Be loyal.
- You are a public relations ambassador for both your organization and your university.

Enjoy your experience. Let us know if you have questions or concerns.

Cooperative Education and Internship Program Staff
- Karolyn Bald (kbald@uwlax.edu) – Advises students in Liberal Studies/Arts & Communication
- Brenda Leahy (bleahy@uwlax.edu) – Advises students in Accountancy & Finance
- Josh Bench (jbench@uwlax.edu) – Advises students in Science & Health Professions & I-S
- Aiyana Dettmann (adettmann@uwlax.edu) – Advises students in Business, except ACC & FIN
- Karen Dumin (kdumin@uwlax.edu) – Manages Applications, Position Listings & Registration