



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Career Development Center

Syllabi: Co-op and Internship Program

Additional information:

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Co-op and Internship Program – Spring 2016

College of Education, College of Fine Arts and College of Health Professions Syllabus for Students with Projects *(not attending seminar)*

Contact: Karen Pickert
Karen.pickert@wichita.edu
Co-op #: 316-978-6987
Website: www.wichita.edu/coopcareerdevelopment
Location: Brennan Hall III

Course Objective:

To provide students with career-related, work-based placements that integrate theory with planned, supervised, professional experiences designed to complement and enhance the students' academic programs. These work experiences will give students the opportunity to gain the skills to become highly competent, collaborative and reflective professionals.

Student Responsibilities:

- Complete the requirements listed below. If you have questions, please call or email Karen.
- Maintain contact with your faculty advisor, and complete your academic requirements when due.
- All electronic correspondence with the Co-op office will be done through your WSU email account.

To Access Handshake:

1. Go to the WSU website, www.wichita.edu/coop, click on **the handshake logo**. This will give you access as well as initial instructions on how to navigate the system.
2. If you have not reported your hire please log into handshake>click on applications>click on report a hire, on this page you will fill out information on your position>click on create outcome

COURSE INFORMATION AND REQUIREMENTS

Grading:

This is a credit/no credit course. The following list of requirements must be completed in order to receive credit for this course. These items, plus the project which you and your advisor have agreed upon, are due before the end of the semester.

Enrollment:

Enroll and pay for credit **as soon as possible.**

Learning Objective Agreement (LOA):

The LOA is due on Friday, February 12th. The template will be emailed to you, please fill out your Learning Objective Agreement electronically.

1. Consult with your advisor, in person or electronically, and **enter 3 objectives and details of your project** in the Faculty Advisor Project section.
2. E-sign and “submit” your LOA. Email it to your worksite supervisor. After all signatures are typed in, email it to Karen.pickert@wichita.edu
3. Please let your worksite supervisor know that you will be sending this LOA, so that your supervisor can review your objectives for the semester and know what you want to accomplish. Please keep a copy of your LOA for your reference.

Self-Evaluation:

The self evaluation will be emailed to you in April, fill out your Self-Evaluation and respond to each question. This is a tool that we use to find how well the Co-op program met your educational needs.

Final Project:

Complete the final project and turn it into your Co-op Faculty Advisor on the date that was determined. Your faculty advisor will review your project and other listed requirements and assign you a credit/no credit grade for the course.

Student Conduct:

Students are expected to arrive at their positions as scheduled and on time, be prepared, remain attentive, observe appropriate worksite decorum (e.g., cell phone etiquette, professionalism), and fully participate in the assigned activities.

Attendance/Participation:

Students are expected to fulfill their commitment to their employer at the worksite, and arrive at work before the expected time each day. It is the student’s responsibility to inform their supervisors in a timely manner when an unavoidable absence occurs. Students are expected to have only one or two absences each semester. If a third or more absence is unavoidable, please email or call Karen Pickert to clarify the reason(s) for the absence(s).

Academic Honesty:

A standard of honesty, fairly applied to all students, is essential to a learning environment. Students abridging a standard of honesty must accept the consequences; penalties are assessed by appropriate classroom instructors or other designated people. Serious cases may result in discipline at the College or University level and may result in suspension or dismissal. Dismissal from a College for academic dishonesty constitutes dismissal from the University. (WSU Student Code of Conduct)

Special Needs:

If you have a physical, perceptual, psychiatric/emotional, medical, or learning disability that may impact your ability to carry out assigned course work, contact the Office of Disability Services (ODS), Grace Wilkie Annex, room 173. (Voice/TDD 978-3309). ODS will review your concerns, confirm your disability, and determine, with you, what accommodations are necessary. All information and documentation of your disability is confidential and will not be released by ODS without your written permission.

Shocker Alert System:

SAS facilitates electronic emergency notification to individual faculty, staff, and students within the University community are delivered through mass e-mail and cell phone text messaging. See www.wichita.edu/alert to elect to opt-in to SAS to receive emergency notification by text message.



Syllabus FALL 2016
Career Development Center
College of Engineering
Academic and Zero Credit Co-ops and Internships

Contact:	Sara Muzzy
Email and Phone:	sara.muzzy@wichita.edu, 978-3688
Office Location:	Brennen Hall III
Office Hours:	8:30 a.m. - 5:00 p.m. Monday through Friday- evenings available by appointment (call 978-3688 for an appointment.)
Website:	www.wichita.edu/careerdevelopment

Career Development Center Mission

The Career Development Center empowers, educates and serves individuals leading them to life long career success.

Course Objective

To help students examine their personal values and career objectives while they explore the professional environment and explain the rules, procedures, and requirements of the Co-op and Internship program.

Student Responsibilities

Complete the requirements listed below. If you have questions, please call or email me.

Maintain contact with your faculty advisor and complete your academic requirements

All correspondence with this office will be done via email through your WSU email account

COMMUNICATION: All messages from our office will be sent to the email address on file in Co-op Connect. Please be sure that email address is the best way to reach you. Feel free to make an appointment with me by calling **978-3688** if questions or concerns arise during the semester.

CREDIT HOUR DEFINITION:

In order for students to be successful in this 15-week semester course, each credit hour represents at least forty-five (45) hours of supervised work each semester in addition to the requirements listed on page 3 of this syllabus.

To meet the requirements of the **Engineer of 2020** program, the position must meet the following criteria, as outlined on the Engineer of 2020 website: **“must be one semester of internship (40 hours per week for a semester) or two semesters of co-op (20 hours per week per semester). Note: A summer position counts as half of a semester (two – forty-hour summer positions will meet the criteria).”**

COURSE INFORMATION AND REQUIREMENTS:

By enrolling in academic or zero credit, you have agreed to complete the requirements listed in this syllabus. At the end of this semester, your Co-op faculty advisor will review your learning objectives, evaluations, and final project to assign credit or transcript notation (zero credit) for the course.

Academic Credit enrollment

There are only two marks awarded for this course: CR (credit) and NCR (no credit). When you complete all of the requirements, you will receive CR (credit) on your transcript. If you elect not to complete all of the requirements, you will receive NCR (no credit) on your transcript.

Why else might you receive “no credit?” Some reasons might include: your learning objectives were inadequate; the employer gave you unsatisfactory remarks in the final evaluation; you did not complete the requirements of the course by the due dates.

Zero Credit enrollment

There is a transcript notation that is given when you complete the requirements of this course. If you elect not to complete all of the requirements, you will receive no transcript notation and will not receive credit towards 2020 requirements.

Why else might you receive “no transcript notation” Some reasons might include: your learning objectives were inadequate; the employer gave you unsatisfactory remarks in the final evaluation; you did not complete the requirements of the course by the due dates.

- **Current Term Information** – If you have not already, provide the most current information regarding the following: job description on letterhead OR hire letter, job title, wage, hours working per week, supervisor name, supervisor email, supervisor phone number. **Due immediately.**
- **Enrollment** – Meet with your specialist for special permission to enroll. Enroll academic or zero credit ASAP (**no later than 09/19/16**).
- **Learning Objectives – Due by 09/09/2016**
You will complete three objectives/goals for your work experience. These objectives should be SMART (last page of the syllabus) and **should include the following three parts:** 1) measurable objective/goal; 2) tactics to achieve your objective/goal; 3) method(s) of measuring progress on your objective/goal.

You must follow the directions below to complete your objectives, please give your specialist time to report your experience in handshake:

Log into Handshake:

1. Click on **View Your Applications** (left hand side)
2. Click on the **Outcomes** tab (right top tab)
3. Click on the **View Details** blue box (current employer name listed)
4. On the THIS page make sure your internship information is accurate, click the **View Connected Experience** blue box
5. On the experience information page click on the tab labeled **Learning Objectives** (upper right side)
6. Click on **Add a Learning Objective** for each of your three objectives/goals need to include the following three parts for each objective/goal
 - a. a) measurable objective/goal; b) tactics to achieve your objective/goal; c) method(s) of measuring progress on your objective/goal
 - b. After completing the objective/goal **click the green save box**
7. Once you have written your objectives, email sara.muzy@wichita.edu so that we may forward your objectives for approval from your supervisor/faculty/career specialist

Once you have completed your Learning Objectives, your supervisor of record will receive an email with a link to sign off on the objectives. It is imperative we have the correct supervisor email on file to complete this process.
For majors in IME/ME/MIS your faculty chair will review and sign off on your objectives as well.

- **Mid-Term Visits** - You will need to schedule a mid-term visit with a representative from the career development center. These visits will be 30 minutes and will take place in one of three ways; 1) at your worksite with you, your supervisor, and representative from career development; 2) at the co-op office between you and career development representative; OR 3) via email.

At the midterm visit, we will review your learning objectives, reflect about the connections you are making between classroom theory and the practical nature of the workplace, and discuss your work performance and any concerns that you may have about the job.

You will receive instructions via email on which type of appointment to schedule and when to do so. All mid-term visits will be completed by 11/04/2016.

- **Student Self-Evaluation** – This survey is to be completed by you using the qualtrics survey link sent to your email. You will evaluate your job performance and reflect on your work experience. **Due by 11/18/2016.**
- **Employer Evaluation** - Your supervisor will evaluate your job performance as a co-op or internship student. This survey is to be completed by your supervisor using the qualtrics survey link sent via email; it is your responsibility to ensure that your supervisor completes this survey sent to their email in a timely manner **by 11/30/2016.**
- **Final Report/Project-**

Must be **emailed to your department chair*** and cc sara.muzzy@wichita.edu by **12/08/2016**.

In this paper (2 page minimum, doubled spaced, font size 12), you will summarize the following information below:

1. Co-op/internship specifics: company name, location, background, mission, products, supervisor and contact information, how long worked as co-op/intern (start to finish date), etc.
2. Address each learning objective and describe whether it was achieved or not. Explain why or why not.
3. Major job responsibilities: Identify engineering content of job responsibilities
4. Engineering and technical skills gained (designing a system/component/process, designing and conducting tests, analyzing and interpreting data, etc.)
5. Courses taken at WSU that contributed to the work performed and how the knowledge gained in the courses contributed. Give the specific names of the courses and how they have benefited you. You may also talk about what you've learned at work that you've been able to take back and apply in the classroom.
6. Skills learned and needed that may not be taught in coursework taken at WSU (e.g., meeting etiquette, teamwork, technical report writing, project management, specific software packages, etc.)
7. Courses or skills that would be helpful in your program curriculum at WSU (that would have prepared you for this experience or a future job)

You are to email your final project directly to your Department Chair, you will find their email address below :

Major:

Aerospace Engineering (AE)

Biomedical Engineering (BME)

Computer Science (CS)

Electrical Engineering (EE)

Engineering Technology (ENGT)

Industrial Engineering &

Manufacturing Engineering (IME)

Mechanical Engineering (ME)

Management Information Systems (MIS)

email your project to:

Scott.Miller@wichita.edu

Michael.Jorgensen@wichita.edu

John.Watkins@wichita.edu

John.Watkins@wichita.edu

Deepak.Gupta@wichita.edu

Krishna.Krishnan@wichita.edu

Muhammad.Rahman@wichita.edu

Achita.Muthita@wichita.edu

PROFESSIONAL RESPONSIBILITIES AND BUSINESS ETIQUETTE REMINDERS:

1. Present yourself at work in an appropriate manner (be properly groomed and dressed).
2. Comply with your employer's work rules.
3. Carry out your work assignments in a mature and responsible manner.
4. Be receptive to constructive criticism. Do not react emotionally to such insights from your supervisor.
5. Notify me if serious difficulties arise at work or if work assignments differ significantly from the original job description.

GOOD LUCK WITH YOUR SEMESTER!

Remember, learn something new each day at work and have some fun at the same time.

**Definition and Assignment of Credit Hours (policy 2.18)
Suggested Language for Course Syllabi
(To satisfy policy 2.18; 3f)**

Regulations of the U.S. Department of Education require institutions of higher education to define "credit hour" and to develop policies and procedures for assignment of credit hours to courses and other types of academic work consistent with the institution's definition.

Policy Statement:

1. A "credit hour" is a measure of graduate or undergraduate academic work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction¹ and a minimum of two hours of out-of-class student work for each week of instructional time for approximately fifteen weeks for one semester, or an equivalent amount of work over a different amount of time. This unit of measure, commonly referred to as the "Carnegie unit," is a reasonable approximation of a minimum amount of student work for an on-campus course.

2. For purposes of laboratory work, internships, practica, clinical rotations, ensemble, studio work, distance learning, and other academic work leading to the award of credit hours, each credit hour should reasonably approximate an equivalent amount of work as described in Paragraph 1 above. The following definitions are provided as general guidance for approximating a minimum amount of student work in the learning formats described below:

- a. Field placement, internship, practicum, or clinical rotation: One (1) credit hour for field placement, internship, practicum, or clinical rotation is defined as at least forty-five (45) hours of supervised work each semester or the requirements of the College, whichever is greater.

Developing Effective Learning Objectives for Engineering Majors

The learning objectives you develop will serve as a framework for your learning during the semester, and as such are a critical piece to having a successful internship/co-op experience. You should review the guidelines below and work with your work supervisor to develop **three** objectives that follow these. You, your supervisor, and your Co-op Specialist (*in some cases your Faculty you are enrolled for internship credit with*) must all sign off on the Learning Objectives. We will review them at your mid-term visit, and you should review them again at the end of the semester when writing your paper.

What is a Learning Objective?

A learning objective is a statement which describes a result you are interested in accomplishing on your job. Learning objectives may be developed for one or more of the following categories:

Increased Knowledge: apply or test areas of particular interest from coursework.

Skills Application: gaining transferable skills in the work environment for future opportunities.

Problem-Solving: working on a specific problem or challenge in your work area.

Routine Duties: identifying a specific improvement in accomplishing day-to-day functions.

Personal Goals: executing a personal goal that is career-related.

New Assignments: trying in new learning experiences that can be stated as objectives.

Qualities of Good Objectives - SMART

Specific: state in terms of results you intend to achieve; avoid vague terms.

Measurable: specify how you will know that the objective is complete using quantifiable data or yes/no phrasing.

Action-oriented: must be reasonable, achievable, and relate specifically to the work experience, and preferably to your major.

Realistic: select objectives that are obtainable within your time frame and knowledge base.

Timely: should have a start and an end date.

All of these qualities should be covered: objective, how you will accomplish it, and how you will measure it.

Examples:

In each case the same objective is stated in two different ways. In the vague description, the objective is either too general or not sufficiently measurable. In the specific example, the same objective has been stated in a manner that is specific, reasonable, achievable, measurable, and has a specific time frame identified.

Vague

Write articles about devices.

Roles of support groups (stress, methods, materials and processes, etc.) in design engineering.

Specific

Write 3-5 technical articles per week on devices which can be used by the customers and engineers.

Explore the roles of support groups – including stress, methods, materials & processes – in design engineering by meeting with at least one individual in each area by the end of the semester.

SYLLABUS
Career Development Center
College of Liberal Arts & Sciences

Office Location: Brennan 3 # 255

Office Hours: 8 a.m. – 5 p.m. Monday – Friday

Office Phone Number: 316-978-3688, *please call this number to make an appointment.*

Contact Email: kelley.mattivi@wichita.edu

Course Objective

To help students examine their personal values and career objectives while they explore the professional environment and explain the rules, procedures, and requirements of the Co-op and Internship program.

Course Information and Requirements

Enrollment

Enroll and pay for credit by **09/19/2016**

To Access Handshake

<https://wichitastate.joinhandshake.com/login>

Learning Objectives

The completed learning objectives are **due no later than 09/12/2016**

1. After YOU SEND ME AN EMAIL THAT YOU HAVE ENROLLED, you will receive an email to login to Handshake and follow the step by step instructions for inputting learning objectives below.

2. There will be spaces for SIX objectives, if you are enrolled in 1 credit, complete 2 learning objectives, 2 credits, complete 4 objectives, 3-4 credits, complete 6 objectives (unless otherwise stipulated by your faculty advisor)

3. It is best to work with your supervisor to create objectives that you would like to accomplish over the course of the semester.

THE ABOVE MUST BE COMPLETED BY 09/12/2016

Inputting Learning Objectives in Handshake:

- Login in to Handshake
- Click “Applications” on the left hand side
- Select “Outcomes” from the top right
- Select the blue “View Details” button followed by the blue “View Connected Experience” tab on the next page
- At the top toward the right, select “Learning objectives”
- Select “Add a learning objective” to add each of your learning objectives

Mid-Term Visits

All Co-op students must schedule a mid-term visit with a Career Specialist either at your work site or in the Co-op office. You'll receive an email from the Career Development Center mid-semester notifying you which appointment you need to schedule.

- o Mid-Term visits will be held in October.
- o Call 978-3688 and schedule your mid-term visit

Student Self-Evaluation

This is a personal assessment of what you are learning and a self-evaluation of your job performance. This form will be sent directly to your email on file. Once you have completed the form the form will be sent back to the Co-op office. This form must be submitted to the co-op office by **11/09/2016**

Employer Evaluation

This form is to be filled out by your supervisor at your place of employment. This form will be sent directly to your supervisor's email on file. Once he/she has completed the form the form will be sent back to the Co-op office. This form must be submitted to the co-op office by **11/09/2016**

Final Project

Complete the final project and turn it into your **co-op faculty advisor** on the date you set with him/her. *Your faculty advisor will grade your project and assign you a credit/no credit grade for the course.*

ALL OF THESE REQUIREMENTS MUST BE COMPLETED BY THE DUE DATES

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