

How to retroactively get my internship or co-op added to my University of Iowa College of Engineering transcript:

*The College of Engineering will allow this action up to four years after graduation



1. Complete the three documents provided in this packet and email them to travis-greenlee@uiowa.edu as one file (PDF or .docs).
 - a. Career Readiness Post Experience Self-Evaluation
 - b. Workplace Culture Assessment
 - c. Experience Reflection

2. Complete the workflow survey "Retroactive Internship and Co-op Registration."

Career Readiness Post Experience Self-Evaluation

Reflecting on your internship or co-op write a 1-page paper (double spaced with 11-point font). Career Readiness competencies are located on the next page.

- Pick two competencies and share how you grew in those areas over the course of your internship or co-op.
- Why are these areas important to you and your career?
- Did you target these competencies intentionally or did things occur organically?

Your response should be thoughtful and complete.

Competencies for a Career-Ready Workforce



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

Workplace Culture Assessment

Culture can make a significant impact on workplace satisfaction, feeling of belonging, and organizational pride among many other things. First, complete the workplace culture assessment on the next page, then answer two of the four questions below. Choose the two questions that are most compelling to you.

- Looking at your top 3 scores, do you believe that the culture styles complement one another or cause friction? Please explain.
- Considering the company's culture, is this organization a good fit for your values personally and professionally? What makes you think that?
- If you were to create your "perfect" organization, what would their Top 3 styles be? Why?
- On the other hand, what cultural styles would you be challenged to work in (list no more than two) and explain.

Response Length and Format: 1 page paper, 11-point font, double spaced. Your response should be thoughtful and complete.

WHAT IS YOUR ORGANIZATION'S CULTURAL PROFILE?

It is important to evaluate your employer's work culture throughout the duration of your internship or co-op. Organizational culture is complicated as it is rooted in a company's values, goals, employees, etc. Consider how the organization operates, how people behave, and what unifies them. On your own, or with a colleague, **rate each statement** according to how well it describes the organization.

Add the two ratings in each row and calculate the eight styles. The higher the total, the stronger the culture.

On a scale of 1-5, rate how well each of these statements describes your organization:

1 = Not at all well 2 = Not very well 3 = somewhat well 4 = Very well 5 = Extremely well

The Organization is Focused on:		The Organization Feels like:	Total	My Top 3
Collaboration & Mutual Trust		A Big Family	Caring	
1 2 3 4 5	+	1 2 3 4 5	=	
Compassion & Tolerance		An Idealistic Community or Cause	Purpose	
1 2 3 4 5	+	1 2 3 4 5	=	
Exploration & Creativity		A Dynamic Project	Learning	
1 2 3 4 5	+	1 2 3 4 5	=	
Fun & Excitement		A Celebration	Enjoyment	
1 2 3 4 5	+	1 2 3 4 5	=	
Achievement & Winning		A Meritocracy	Results	
1 2 3 4 5	+	1 2 3 4 5	=	
Strength & Boldness		A Competitive Arena	Authority	
1 2 3 4 5	+	1 2 3 4 5	=	
Planning & Caution		A Meticulously Planning Operation	Safety	
1 2 3 4 5	+	1 2 3 4 5	=	
Structure & Stability		A Well-Oiled Machine	Order	
1 2 3 4 5	+	1 2 3 4 5	=	

Experience Reflection

Reflect on your internship or co-op experience and write a 1-page paper (double-spaced with 11-point font) about your experience. Consider the questions below in your response.

- Looking back, what were three key takeaways from your experience?
 - Work environment
 - The type of work itself
 - Team dynamics and performance
- How did this experience impact your career goal(s)?
- Tell me more about how you have grown from this experience.
- Is this position and company a good fit, or a bad fit for you? Explain.