

**The University of Iowa College of Engineering**  
**Student Development Center/Engineering Professional Development**  
**Cooperative Education and Internship Program**  
**Requirements**

**Six completed documents must be submitted to the Director of the program in order to receive a grade of "R" on your transcript indicating successful completion of your co-op or internship.** If they are not submitted, the co-op or internship experience will appear on the transcript with a "W" grade. This does not mean withdrawal from the class. It does mean class requirements were not met. The final deadline for submission will be strictly enforced. A "grade" change will only be considered if a student has documented extenuating circumstances, such as a death in the immediate family or personal hospitalization. Please refer to each semester's "Schedule of Courses" for significant deadline dates and the official university calendar.

**1. The Co-op & Internship Registration Agreement**

- Completed at time of entry into the program
- Signed by student and UI CoE Co-op/Intern Director

**2. The Co-op & Internship Statement of Understanding**

- Completed at time of entry into the program
- Signed by student and UI CoE Co-op/Intern Director

**3. The Co-op & Internship Experience Agreement**

- Due on Friday of your second week of work
- Signed by student and employer supervisor
- Specific Job Title and Description

**4. The Mid-term Paper**

- Due on October 1<sup>st</sup>, March 1<sup>st</sup>, and/or July 1<sup>st</sup> **Email the paper as an attached Word Document!**
- Students are required to write a paper each semester and each summer they are in the field
- A 3-4 page analysis and reflection of the experience to date. It should include a StAR analysis of how you are applying your engineering, research, communication, organization, and leadership skills: what is the **Situation/task(s)** you are engaged in, what specific **Actions** are you taking, and what are the **Results** of your actions. Include the job description, how it compares with expectations, what goals have been achieved and how, and what goals are still to be met. Please comment on the supervision and feedback received and what courses/skills have been most useful and why. Please include other thoughts and analysis that you feel are important. When complete, this paper should provide an excellent foundation to assist you in formulating answers to behavioral interviewing questions in future employer interviews.

**5. The Final Student Evaluation Form**

- Due on the last day of classes in December, May, and July
- Students are required to submit the evaluation each semester and each summer they are in the field
- Completed and signed by the student

**6. The Final Supervisor Evaluation Form**

- Due on the last day of classes in December, May, and July
- Students are required to submit the evaluation each semester and each summer they are in the field
- Completed by the employer supervisor and reviewed with the student
- **Signed by the employer supervisor and the student**
- The student is responsible for submitting this to the Director of the program

Mail or Fax Documents To: Philip E. Jordan, Director, Co-ops and Internships  
(Email paper only) The University of Iowa College of Engineering

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