The University of Iowa College of Engineering
Cooperative Education and Internship Program

Course Syllabus

Students must contact the course instructor to review and evaluate both the qualities of the work experience and the student’s academic qualifications to be eligible for the co-op and internship program. This should be done prior to starting work, and if possible, prior to the end of the previous semester. Once approved, the student must register for the designated course on ISIS. Students should register for the course each semester they are on assignment.

There are four assignments to be completed for each co-op/internship course. There is one form due at the beginning of the experience, the Experience Agreement; one short analysis and reflection paper due at the mid-term; and two evaluations due at the end, a Student Evaluation and a Supervisor Evaluation. A student must accumulate a minimum of 70/100 points (part of which MUST be the mid-term paper and the Experience Agreement) to pass the course and receive an “R” grade on their transcript, signifying successful completion of the experience. Students accumulating less than 70 points will receive a “W” grade. This does not mean withdrawal from the class. It means class requirements were not met. A grade change will only be considered if a student has documented extenuating circumstances. A student cannot pass the course if they do not submit a mid-term paper and an Experience Agreement.

The purpose of the assignments and due dates are to create an experiential educational experience with goal setting at the beginning, analysis and reflection at the mid-term, and evaluation/feedback at the end. If a student is participating in a 6-8 month experience and is registered for two semesters (spring and summer or summer and fall), a paper, student evaluation and employer evaluation is required for both sessions. The Experience Agreement can be used for both semesters but must be uploaded to the dropbox in ICON for each semester and/or summer.

If you or your supervisor have questions, or if you get involved at your jobsite in a situation affecting your safety or security, contact:

Kelli Delfosse
Director, Engineering Professional Development
The University of Iowa College of Engineering
3124 Seamans Center for the Engineering Arts & Sciences
Iowa City, Iowa 52242-1527
Phone: (319) 335-6280
Email: kelli-delfosse@uiowa.edu

Please note significant deadlines and subsequent late fees for registration, as documented on the Registrar’s webpage, ISIS and the official university calendar.

Grading, Assignments and Due Dates

All assignments need be uploaded to the ICON dropbox. This may require printing the forms to obtain the necessary signatures and then scanning the completed document(s) to upload to ICON. Assignments not submitted to the ICON dropbox will not receive credit. The mid-term paper should be in Word or PDF format for submission.
1. The Co-op & Internship Experience Agreement 40 Points
   - Due second week of work
   - Signed by student and employer
   - Students are required to submit the agreement for each session

2. The Mid-term Analysis & Reflection Paper 40 Points
   - A 3-4 page analysis and reflection of the experience to date is due at the mid-term. 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** you are 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 interviews.
   - Due on October 15th, March 15th, and/or July 15th, or as arranged with the director
   - Students are required to write a paper each session
   - Word Processed, double spaced, 1 inch margins, 11 or 12 point font (must be a professional font)

3. The Final Student Evaluation Form 10 Points
   - Due last week of classes in December, May or August
   - Students are required to submit the evaluation each session
   - Completed and signed by the student

4. The Final Supervisor Evaluation Form 10 Points
   - Due last week of work in December, May or August
   - Students are required to submit the evaluation each session 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 uploading this to the dropbox on ICON

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**Policies**

**Academic Misconduct:** The University policy on plagiarism and cheating is outlined on the University College
website: [http://provost.uiowa.edu/ucoll/policies/AcademicMisconduct.htm](http://provost.uiowa.edu/ucoll/policies/AcademicMisconduct.htm). It is your responsibility to review
and be well versed on the policy.

**Accommodations:** The Americans with Disabilities Act of 1990 provides for “reasonable accommodations” to
be available to any individual who advises me of a physical or mental disability. If you have a physical or
mental limitation that requires an academic accommodation or adjustment, please discuss this with me.

**Electronic Communication:** University policy specifies that students are responsible for all official
correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Students should check
this account frequently.

**Sexual Harassment:** The University College and the University of Iowa are committed to providing students
with an environment free from sexual harassment. See the UI Comprehensive Guide on Sexual Harassment for

**Student Complaints:** Students should attempt to resolve the matter with the instructor first. Students may talk
first to someone other than the instructor if they do not feel, for whatever reason, that they can directly approach
the instructor. If the complaint is not resolved to the student’s satisfaction, the student should go to the Associate
Dean for Undergraduate Programs in the College of Engineering.