

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

Course Syllabus

The Engineering Cooperative Education and Internship Program documents that the student's work experience is a learning experience related to their engineering curriculum. Students must contact Engineering Professional Development to review and evaluate both the qualities of the work experience and the student's academic qualifications to be eligible for the 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 MyUI. Students should register for the course each session they are on assignment working 20-40 hours per week.

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 Mid-Term 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 the Experience Agreement and Mid-Term Paper.

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 sessions (spring and summer or summer and fall), the Mid-Term Paper, Student Evaluation and Employer Evaluation is required for both sessions. The same Experience Agreement can be used for both sessions but it must be uploaded to the dropbox in ICON for each session in order to receive credit.

If you or your supervisor has any questions, or if you get involved in a situation on the job site 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
(319) 335-6280
kelli-delfosse@uiowa.edu

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

Grading, Assignments and Due Dates

All assignments must 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. All documents should be in PDF format for submission.

- 1. The Experience Agreement** **40 Points**
 - Due second week of work or as soon as possible thereafter.
 - Signed by the student and the employer.
 - Students are required to submit the Experience Agreement for each session on assignment.
- 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 how the job description compares with your 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 October 30th, March 30th, and/or July 30th, 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 professional font.
- 3. The Final Student Evaluation Form** **10 Points**
 - Due the last week of class 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.
 - 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.

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>. 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 the University of a physical or mental disability. If you have a physical or mental limitation that requires an academic accommodation, please discuss with the instructor.

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 of Iowa is committed to providing students with an environment free from sexual harassment. See the UI Comprehensive Guide on Sexual Harassment for assistance, definitions, and the full University policy at <http://www.uiowa.edu/~eod/policies/sexual-harassment-guide/index.html>.

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 Academic Programs in the College of Engineering.