



# INTERNSHIP/CO-OP PROGRAM

## FACULTY GUIDE

**Notre Dame College**  
**Career Services Center**  
William C. Connelly Center  
4545 College Road  
South Euclid, Ohio 44121  
Phone: 216-373-5217 Fax: 216-373-5282

Office Hours:  
Monday – Friday, 8:30 a.m. – 4:30 p.m.

## Introduction

Notre Dame College's internship/cooperative education (co-op) program provides students with opportunities to work in professional work settings, and to gain academically-structured learning experiences that are related to their personal interests and academic programs. The purpose of this guide is to provide information and assistance to NDC faculty in their role as faculty advisor of student interns. This role is essential in ensuring an academically sound and successful internship/co-op program.

Often, the terms “internship” and “co-op” are used interchangeably by many organizations. Some employers, however, prefer to distinguish their programs using one term or the other. To accommodate employers, NDC offers both “internships” and “co-ops” for academic credit. Some accepted differences between the two are outlined below.

**Internships** are experiences related to a student’s major in which the student works in a professional environment under the supervision of practicing professionals. They:

- are short-term, usually one semester long
- can be full- or part-time
- can be paid or unpaid
- may or may not be for academic credit.

**Co-ops** are work experiences related to a student’s major in which the student works for a longer period of time. Typically, students will alternate terms of full-time classroom study with terms of full-time, major-related employment. Co-ops are:

- long-term (length of time varies),
- full-time,
- usually paid,
- for academic credit.

## The Role of the Career Services Center (CSC)

Kim Lane is the Director of the CSC, and provides individual assistance with major and career-related decisions. Students participating in the internship/co-op program should consult Kim for help with their resume, cover letters, and interview preparation.

Meghann Sullivan, the CSC's Internship/Co-op Coordinator, assists students in their search for internships and co-ops, and is responsible for approving their Co-op/Internship Agreement, as well as grading their final portfolio. All students attempting to do an internship or co-op at Notre Dame College for academic credit must receive approval by both Meghann Sullivan and their faculty advisor before they begin their work experience.

For assistance with internships and co-ops, contact Meghann Sullivan, the Internship/Co-op Coordinator at 216.373.6453 or [msullivan@ndc.edu](mailto:msullivan@ndc.edu).

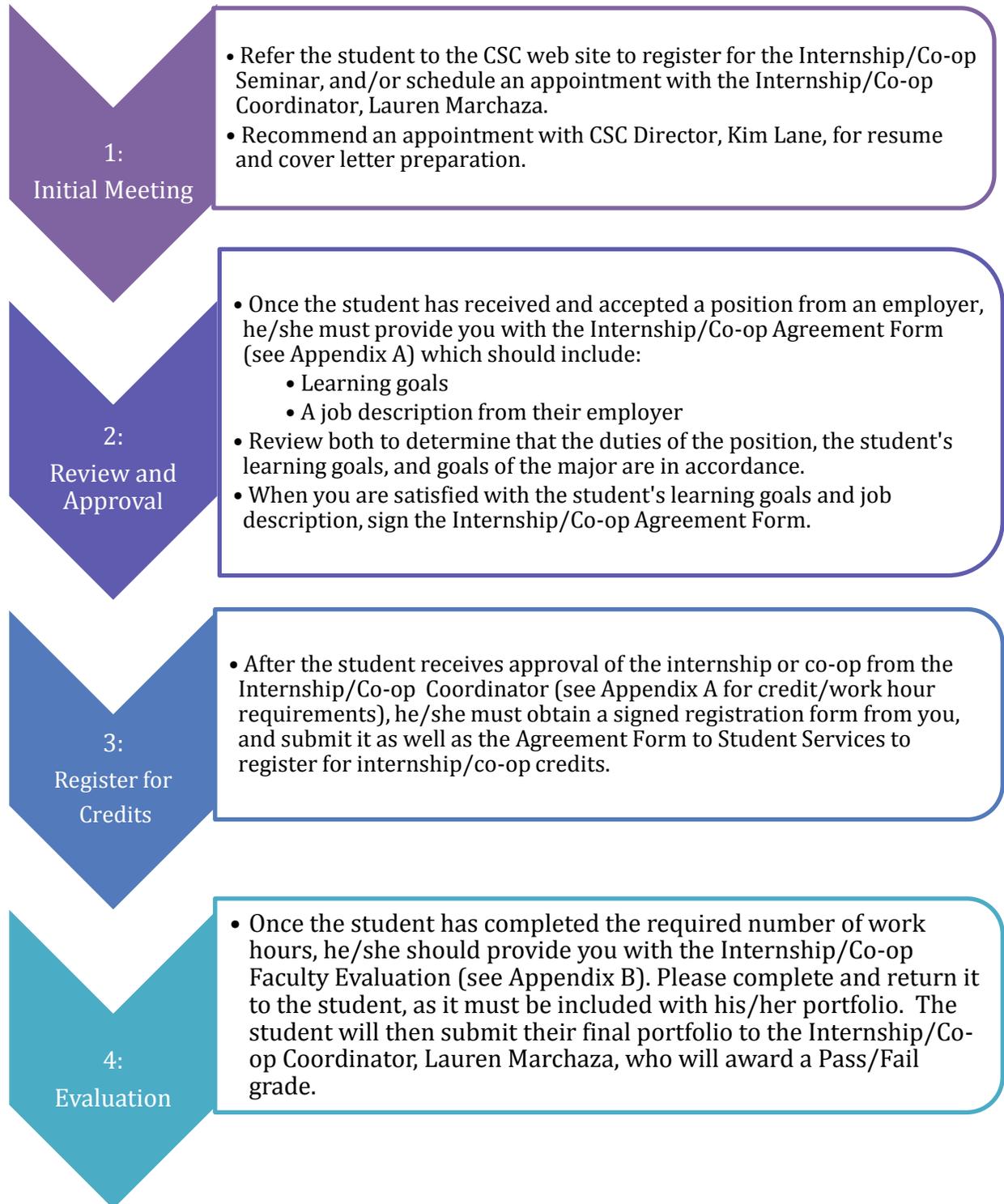
## The Role of the Faculty Advisor

As the faculty advisor, you're often the starting point for many of our students. For best results, students should start the process at least *five* weeks before the semester in which they wish to do the internship. Though we recommend that students complete their internship or co-op their junior year, discussion of a student's internship or co-op should begin in the early years of their education. When the discussion of experiential learning begins, help them determine what type of opportunities would best suit their career interests, abilities, and goals. When the student is prepared to begin his/her search for an internship or co-op, be sure to follow the proper steps on the following page to ensure the successful implementation of the program.

## The Role of the Student

The student is solely responsible for finding his/her internship or co-op position, applying for the position, and completing the learning goals and all other assignments related to the internship or co-op. It's important that the student understands that engaging in an internship or co-op involves *an academic relationship* between the student, the employer, the internship/co-op coordinator, and you, their faculty advisor. Furthermore, they must remember that, as interns, they are representatives of NDC, and should project an image of the College that is positive and professional.

## Internship/Co-op Approval Process



## The Final Portfolio

A student's final portfolio must include all of the following:

- all completed journals
- career-related interview summary
- final reflection paper
- student evaluation
- supervisor evaluation
- faculty advisor evaluation
- updated resume with internship/co-op experience included
- samples of work completed during internship/co-op (optional; must get approval from supervisor)

All of the necessary forms can be found online at  
<http://www.notredamecollege.edu/careers/CoOpForms.aspx>

### The due dates for portfolios are as follows:

Semester Registered	Portfolio Due Date
Fall	December 2nd
Spring	April 27th
Summer Session I and II	August 24th

## **Referring Students to Employers**

The National Association of Colleges and Employers (NACE) has outlined legal standards and guidelines for faculty's role in helping students find positions of employment (whether temporary or permanent). As a member of NACE, it is the position of NDC's Career Services office that, "[w]e must maintain an environment of equal employment opportunity and act in a fair and nondiscriminatory manner without regard of a student's race, color, gender, religious belief, color, national origin, disability, veteran status, or any other factor beyond bona fide occupational qualifications that may exclude a student from consideration for a position for which she/he is qualified." Further, "[i]f you or a colleague receive a job lead from an employer and choose only to refer a few individuals without publicizing the position to all students who may be qualified, you are not maintaining 'a fair and equitable recruiting process.'" For more information, see NACE's complete "Faculty Guide to Ethical and Legal Standards in Student Hiring" at [http://www.nacweb.org/legal/faculty\\_guide/](http://www.nacweb.org/legal/faculty_guide/).

## **Dismissal Procedures**

### **Involuntary Termination**

If a student is involuntarily terminated from your position as an intern, the student must immediately notify both you and the Internship/Co-op Coordinator. If the termination occurs before the required amount of hours on the job are completed (see Internship/Co-op Agreement Form for credit hour/work hour requirements), the student will be expected to withdraw the internship/co-op credit hours from his/her schedule, and begin looking for another internship/co-op opportunity.

### **Voluntary Termination**

An internship or co-op is an academic relationship between the student, Faculty Advisor, Internship/Co-op Coordinator, and employer. *Students are prohibited from severing the relationship with the employer prior to the completion of registered credit hours.* If a student should have concerns about his/her internship or co-op during the experience, they should immediately address those concerns with you and/or the Internship/Co-op Coordinator.

**Appendix A**  
**Internship/Co-op Agreement Form (1 of 4)**

**Student Information**

Student Name: \_\_\_\_\_ CARS ID: \_\_\_\_\_

NDC Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Class Year (circle one): Fr/Soph/Jr/Sr    Exp. Graduation Date: \_\_\_\_\_

International Student? (circle one): yes/no

(If yes, you must also get approval from Carl Nolan, the International Student Advisor)

Major: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Semester Registered (circle one):

Fall/Spring/Summer I/Summer II

Number of Academic Credits Attempted: \_\_\_\_\_

Credit Hours	Hours at Work Site
1	45
2	90
3	135
4	180
5	225
6	270

**Work Site Information**

Projected Beginning and End Date: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Position Title: \_\_\_\_\_

Hourly Rate (if applicable): \_\_\_\_\_ Hours per Week: \_\_\_\_\_

How did you obtain your internship/co-op? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*Attach or insert prepared job description from employer here\*\*\***

## Appendix A

### Internship/Co-op Agreement Form (2 of 4)

#### Learning Goals

What do you want to get out of your internship/co-op? To get the most out of your on-site work experience, plan ahead! Consider issues, questions, or topics you expect to encounter during your internship; how does the field work relate to your academic project for the internship? Your goals should be **SMART**:

Specific,  
Measurable,  
Attainable,  
Results-oriented, and  
Time-bound.

#### Examples of weak learning goals:

- To gain experience and knowledge in order to further my career in marketing.
- To develop my ability to communicate and motivate young adolescents.
- I will gain knowledge in the practice of fact-checking and in-depth research crucial to a journalist's writing.
- To use my organizational and time management skills to run a season of successful practices.

When designing your goals use *clear and effective verbs*; tell us exactly what you plan on doing during your work experience. Avoid using vague and ineffective verbs. Here are some examples of each:

#### Effective Verbs

compile  
create  
plan  
utilize  
demonstrate  
identify  
compare  
compute  
prepare  
summarize

#### Ineffective Verbs

gain  
know  
become aware of  
appreciate  
learn  
understand  
become familiar with

Use the Learning Goals Worksheet on the next page to design three learning goals that will increase your knowledge, skill, and performance in your major field. These learning goals must be approved by your Faculty Advisor and the Internship/Co-op Coordinator.

**Appendix A**  
**Internship/Co-op Agreement Form (3 of 4)**

<b>Learning Objectives</b> What will I learn?	<b>Learning Tasks or Strategies</b> How will I learn it, and what resources will be necessary?	<b>Evaluation</b> How will I determine if I have accomplished the objective?
<i>Example: To improve and develop my editorial writing style.</i>	<i>Example: Review archived editorials, consult with supervisor regarding expectations, seek advice of editors on staff, submit drafts for review.</i>	<i>Example: A completed, revised, and proofed article approved by supervisor and ready to be published.</i>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

## Appendix A

### Internship/Co-op Agreement Form (4 of 4)

#### Signatures

As the **student**, I agree to perform all assigned duties to the best of my ability, satisfactorily meet all requirements of the employer, complete all academic requirements, and abide by the rules, regulations and the policies of Notre Dame College's Internship/Co-op Program. I understand that my failure to meet these requirements will result in my withdrawal from the assignment and the forfeiture of any benefits of the Internship/Co-op Program. By signing below, I certify that I have reviewed the Internship/Co-op Program Guide on the Notre Dame Career Services website or have received a copy of it, and understand the requirements of the Program including registration and payment of all applicable fees.

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Student Signature Date

As the **Faculty Advisor**, I have informed the student of the academic expectations required during his/her internship. I approve the employer, learning goals, and job description set forth in this agreement by the student.

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Faculty Advisor Signature Date

As the **Employer**, I will abide by the guidelines set forth in the Notre Dame College Internship/Co-op Program Employer Guide. I will provide supervision of the student, evaluate his/her performance in forms provided by the College at the end of the internship/co-op experience, and provide the same consideration of health, safety, and working conditions afforded to other employees.

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Supervisor Signature Date

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Supervisor Name and Title (please print)

As the **Internship/Co-op Coordinator**, I agree to maintain communication with the employer, the student, the faculty advisor in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience productive and rewarding for both the employer and student. I approve the work site, learning goals, and learning goals, and job description set forth in this agreement by the student.

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Internship/Co-op Coordinator Signature Date

**\*\*Submit this form to the Internship/Co-op Coordinator BEFORE you register for internship/co-op hours, and BEFORE your first day at your work site\*\***

**Appendix B**  
**Faculty Evaluation Form**

**Student Name:** \_\_\_\_\_ **Faculty Advisor:** \_\_\_\_\_

**Organization/Company:** \_\_\_\_\_ **Total Hours Worked:** \_\_\_\_\_

**Academic Department:** \_\_\_\_\_ **Credit Hours Earned:** \_\_\_\_\_

**Student:** Write your original learning goals in the space provided or attach them to this evaluation.

**Faculty Advisor:** Indicate whether or not you believe each learning goal was met by the student. If a goal was not met, please explain the reason in the "Comments" section at the bottom.

Learning Goals	Met	Did Not Meet
1. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

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**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Faculty Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_