

THE UNIVERSITY OF AKRON CAREER SERVICES

EMPLOYER GUIDE: **INTERNSHIPS, CO-OPS** **AND OTHER EXPERIENTIAL LEARNING**



The University of Akron

**Career Services
& Student Employment**

THE UNIVERSITY OF AKRON

CAREER SERVICES



CAREER SERVICES MISSION:

Career Services provides career advising and programming while developing valuable relationships with employers and campus partners to provide students with ample opportunities for experiential learning and career development and placement.

UA CAREER SERVICES

STUDENT UNION CAREER SERVICES: ROOM 211

Career@uakron.edu

330-972-7747

CoB Building Career Services Office: Room 161

CAS Building Career Services Office: Room 126

ADDITIONAL UA CAREER RESOURCES

COLLEGE OF ENGINEERING & POLYMER
SCIENCE CO-OP AND PLACEMENT PROGRAM

coopsa1@uakron.edu

CAREER SERVICES AT AKRON LAW

lawcareerplanning@uakron.edu

BLISS INSTITUTE OF APPLIED POLITICS
INTERNSHIP PROGRAM

bliss@uakron.edu

EX[L] CENTER

exl@uakron.edu

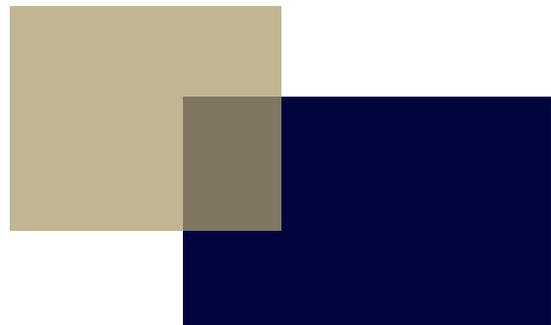
COLLEGE2CAREERS THROUGH
OPPORTUNITIES FOR OHIOANS
WITH DISABILITIES

<https://uakron.edu/career/c2c/>

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HANDSHAKE

UA'S ALL-CAMPUS NETWORKING & JOB BOARD

Log in or register at <https://uakron.joinhandshake.com>
If you need technical assistance, listed below please find the link to create a ticket to request assistance from Support at Handshake:
<https://support.joinhandshake.com/hc/en-us/requests/new>.

HANDSHAKE FEATURES:

UPDATE YOUR PROFILE

Complete your organization's profile and update as needed. Students and alumni can learn about your organization by viewing your online profile.

POST YOUR JOBS & INTERNSHIPS/CO-OPS

Post full-time, part-time, internship, and co-op positions. Click "Post a Job" to get started.

POST YOUR OWN EVENTS

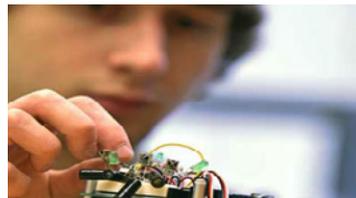
Post recruitment events, open houses, information sessions, and other events for UA students and alumni to attend. Click "Create an Event" to get started.

RECRUIT ON CAMPUS

Reach out to Career Services or Request and manage on-campus interview schedules on Handshake. Select "Request an Interview" to request a date and select your scheduling options. Once approved, we will confirm your room reservation and help promote your opportunity to students.

REGISTER FOR UA CAREER FAIRS & EVENTS

UA career fairs and events happen each semester and are a great way to connect with students! Click on "Fairs" and "Events" in Handshake to learn more and register.



EMPLOYER TOOLKIT

In-Person and Virtual Recruiting Activities Available

	EVENT / ACTIVITY	IN-PERSON	VIRTUAL	SCHEDULE VIA HANDSHAKE (EVENT, FAIR, OR INTERVIEW)	SCHEDULE VIA CAREER SERVICES
CLASSICS REDESIGNED	CAREER FAIRS	X	X	X	
	PART-TIME JOB FAIRS	X	X	X	
	EMPLOYER OFFICE HOURS	X	X		X
	RECRUITMENT TABLING	X			X
	INTERVIEWS	X	X	X	X
MAKING CONNECTIONS	Q&A/AMA	X	X	X	X
	ROUND TABLES	X	X	X	X
	SOCIAL EVENTS	X	X	X	X
	MEET AND GREETINGS	X	X	X	X
	SCAVENGER HUNT/TRIVIA GAMES	X	X	X	X
	SPEED NETWORKING	X	X	X	X
	OFFICE/FACILITY TOUR	X	X	X	X
	SITE VISIT	X	X	X	X
SHARE YOUR STORY	JOB SHADOWING/EXTERNSHIP	X	X	X	X
	EMPLOYER HOSTED WORKSHOPS	X	X	X	X
	INFO SESSIONS/PANELS	X	X	X	X
GOT GIGS?	MICRO-INTERNSHIPS	X	X		X
	GIGS AND PROJECTS	X	X		X
SOCIAL MEDIA	INSTAGRAM EMPLOYER SPOTLIGHTS		X		X
	STORY POSTING/SHARING		X		X

Please email career@uakron.edu or call 330-972-7747 to discuss your interest in any events or activities that need scheduled through Career Services & Student Employment.

EMPLOYER TOOLKIT

Event/Activity Definitions

Micro-Internships

Micro-Internships are short-term, projects or gigs that are typically shorter than a traditional internship. These opportunities can provide ways for students to develop hands-on practical experience while exploring potential career paths.

Parker Dewey is an organization that connects students with employers for micro-internships. Parker Dewey helps companies more effectively complete tasks and improve hiring by contracting with college students and recent graduates who want to work on short-term, professional projects so that they can generate income while demonstrating capabilities and gaining practical experience. See UA's landing page for Parker Dewey (<http://info.parkerdewey.com/uakron>). 

Employer payment is made to Parker Dewey only at the time the engagement begins (i.e. the specific applicant is selected by the client). Parker Dewey holds these funds in escrow until the completion of the project is approved by the client. At that time, Parker Dewey will pay the student for the work performed.

Employer Office Hours and Tabling

Host in-person, and virtual office hours via the platform of your choosing, where you can meet with drop-in students to provide resume and cover letter reviews, mock interviews, or answer career-related questions. You may also schedule up to two recruitment tables per semester in the Student Union, College of Business, and in the College of Engineering and Polymer Science.

Info Sessions, Panels and AMA (Ask Me Anything)/Q&A

In-person and virtual sessions presented live where an audience member can learn detailed information about your organization and ask questions of the host or presenter.

Social Events

Take a creative approach and host a social event such as a casual coffee chat, round table, or meet & greet.

Site Visits and Tour Days

Walking through a day in the life of an employee, at any level of your organization; from interns to managers, to directors and upper level management. This can be a great way to provide prospective employees with an inside look into your organization, and can be done through in-person or virtual site visits and tours, blog posts, pre-recorded videos, or live streams on social media.

Employer Hosted Workshops

Select a career-related topic relevant to your organization and prepare a presentation for students. These presentations can include activities to engage the students, such as interactive events, open discussions, and Q&A's.

Employer Spotlights

Are you looking for ways to build your digital footprint in a virtual environment? Career Services can highlight your organization on Instagram to help promote your job, co-op, and internship opportunities! Share your message through content showcasing your office, current co-ops/interns and employees, and anything else that makes you unique. Employers wishing to participate must be approved on Handshake and meet our Employer Recruiting Guidelines.

Reach out to Career Services at career@uakron.edu to schedule an Employer Spotlight on Instagram.

EMPLOYER QUICK GUIDE: INTERNSHIPS AND CO-OPS



Thank you for your interest in providing experiential learning opportunities for UA students! Interns and co-ops from The University of Akron can help your organization bridge workforce gaps, streamline recruitment, develop a talent pipeline, and gain fresh perspective.

STEP 1: OBTAIN COMMITMENT FROM LEADERSHIP

- Determine goals
- Establish a budget

STEP 2: DEFINE THE ROLE OF THE INTERN/CO-OP

- Intern vs. Co-Op
- Position Description (See Sample)
- Projects/Work Assignments/Learning Objectives
- Applicant Criteria

STEP 3: PLAN THE WORK ASSIGNMENT

- Workspace (In-Person, Virtual, or Hybrid)
- Wages/benefits/housing/transportation
- Hiring process
- Supervision and Mentorship
- On-boarding Plan
- Orientation/Training Schedule
- First Day Experience

STEP 4: RECRUIT AND INTERVIEW AT UA

- Post position on Handshake
- Attend recruiting events
- Schedule interviews: on campus, virtual, phone, and interview/visits at employer site
- Additional campus marketing: recruitment tabling, social media, flyers

STEP 5: EXTEND THE OFFER TO STUDENTS

- Company offer letter to student

STEP 6: REPORT HIRE TO UA

- Contact Career Services to report the hire
- Encourage the student to complete:
 - UA Position Acceptance Form
 - UA Co-op/Internship Course Registration

STEP 7: MANAGE THE STUDENT WORK ASSIGNMENT

- Learning Objectives
- Supervision and Mentorship
- Ongoing reviews of performance expectations and feedback
- Student Performance Evaluation at end of term produced by UA Career Services

QUESTIONS?

CONTACT US:

UA Career Services 330.972.7747

career@uakron.edu

uakron.edu/career

Handshake: <https://uakron.joinhandshake.com>

HOW TO DEVELOP AN INTERNSHIP OR CO-OP

STEP 1: OBTAIN COMMITMENT FROM LEADERSHIP

Creating and maintaining an internship or co-op takes commitment and support from leadership within an organization. To get started, consider the following:

Determine Goals

An internship or co-op is different than a part-time job in that it should include specific learning objectives. It is important to develop these learning objectives and the goals of the internship or co-op program during the initial planning phases. (See appendix for Sample Learning Objectives).

Establish a Budget

Understand what your organization has budgeted for an internship or co-op program. This can include, but is not limited to: recruiting expenses, wages, benefits, housing and/or relocation, travel expenses, and intern events and/or social programs.

STEP 2: DEFINE THE ROLE OF THE INTERN/CO-OP

Determine whether your organization would like to develop an internship or co-op.

Internship vs. Co-op

Internship:

- Typically lasts 15-16+ weeks during the semester or summer.
- Students may work part-time hours and still take classes.
- Internships are usually a one-time assignment with no guarantee or rotation or extension.

Co-op:

- Typically lasts for an entire 16 week semester.
- Students typically work full-time hours and do not take classes.
- Co-ops may be rotational assignments, of which students may be required to complete at least two, sometimes three, experiences depending on their major.

Review the U.S. Department of Labor Fact Sheet #71: Internship Program Under The Fair Labor Standards Act (See Appendix).

Create a Position Description that can be posted to Handshake, UA's all-campus networking and job board.

Determine Projects/Work Assignments/Learning Objectives (See appendix)

Identify Applicant Criteria, such as:

- Major or program of study
- Year in school
- GPA
- Technical knowledge and/or skills

STEP 3: PLAN THE WORK ASSIGNMENT

An internship or co-op assignment is most successful when it is fully integrated into your organization's structure. This requires planning on the part of the organization, and may include the following aspects:

Workspace: Consider whether the intern or co-op will be in-person, remote, or hybrid. If the position will be in-person, determine what location and workspace the intern or co-op will occupy, such as an office or cubicle space. If the intern or co-op will be remote or hybrid, consider computer and other technical needs they will need to be successful working remotely.

Wages/benefits/housing/transportation: Determine the wages and if the intern/co-op will be eligible for any benefits.

Hiring Process: Understand your organization's hiring and on-boarding process. Rotation and conversion to hire opportunities could be considered.

Period of Performance and Work Schedule: Determine if work schedule will be flexible

Supervision and Mentorship: Determine the reporting structure and who will supervise the intern or co-op student, and whether a formal or informal mentoring program will be part of the assignment.

On-boarding Plan: Prior to the start date, provide student with information they will need for the first day regarding parking and building entrance/access, schedule, proper attire, lunch/beverage availability, payroll, company policies, and personal documents needed.

Orientation/Training Schedule: Develop an orientation/training schedule to include overview of corporate culture, company and HR policy review, safety training, company tour, and staff introductions. Provide a list of contact information for supervisors, HR, and technical support.

First Day Experience: A well-planned and welcoming first day gives a good introduction to the organization and helps set the stage for a positive and successful internship/co-op.

STEP 4: RECRUIT AND INTERVIEW AT UA

- **Post Position and Register for Events on Handshake:** at <https://uakron.joinhandshake.edu.com>.
- **Attend Recruiting Events:** See Employer Toolkit for a list of recruiting events.
- **Schedule Interviews:** Phone, virtual, interviews at employer site, and on-campus interviews at UA. (Contact career@uakron.edu).
- **Additional Campus Marketing:** Recruitment tabling, social media, and flyers displayed. Email career@uakron.edu.

STEP 5: EXTEND THE OFFER TO STUDENTS

Company offer letter: It is suggested that employers provide a written offer letter to the selected student, which includes job title (intern/co-op), pay rate, any applicable benefits, and projected start and end dates. These key components of the offer letter help to distinguish the type of hire as an intern or co-op.

STEP 6: REPORT HIRE TO UA



Contact the appropriate UA Career Services department to report the hire. Once reported, Career Services will follow up with the student to help safeguard the student's enrollment, scholarship(s), and financial aid/student loan status. Students should complete the following to register the experience with UA to ensure it is reported on their transcript.

**UA Position Acceptance for (See Appendix)
UA Co-op/Internship Course Registration**

STEP 7: MANAGE THE STUDENT WORK ASSIGNMENT



If your organization invests in an internship or co-op, it is important to manage the student's performance and expectations. Consider providing the student with the following:

- **Learning Objectives:** Work closely with the student to set measurable and obtainable learning objectives/goals that directly tie into their career goals and professional development. (See Appendix)
- **Supervision and Mentorship:** Mentors serve as a guide, to lead, coach and train students as they progress through stages of development within the co-op or internship assignment. Assigned mentors can provide additional guidance.
- **Ongoing Reviews of Performance, Expectations and Feedback:** Set expectations and determine learning goals for the experience. Review progress at pre-determined stages to measure performance and provide feedback throughout the experience.
- **Student Performance Evaluation Provided by UA Career Services:** Provide student feedback on their work performance to enhance their experience and professional development. (See Appendix)





RESOURCE APPENDIX

INCLUDES THE FOLLOWING:

- 1) U.S. DEPARTMENT OF LABOR FACT SHEET #71: INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS ACT
- 2) SAMPLE JOB DESCRIPTION
- 3) UA POSITION ACCEPTANCE FORM
- 4) SAMPLE LEARNING OBJECTIVES
- 5) SAMPLE PERFORMANCE EVALUATION



To request electronic copies of any of the documents listed above, please email your request to career@uakron.edu.



Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

SAMPLE JOB DESCRIPTION

After finalizing a job description, click “Post a Job” on the “Home” tab in Handshake and follow the steps to post your position. For additional instructions on how to post a job, see this support article:

<https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job>

Job Title: Marketing Intern
Employment Type: (Full-Time/Part-time/Contract)
Schedule: Monday--Friday, 8:00am--5:00pm
Salary: \$XX,XXX--\$XX,XXX
Location:(In-Person – City, State; Remote; Hybrid; etc.)
Department: Marketing
Reports to: Director of Retail Marketing

Company:

We are a leader in the design, development and distribution of innovative surface protection, floor care products, plumbing products and accessories, home organization and storage solutions. We develop, design and manufacture solutions for every room in the home, including Product X, Product Y and Product Z, among others.

Summary:

The Marketing Intern will assist our marketing team in providing competitive research and industry intelligence, media research, marketing support and social media monitoring.

Responsibilities:

The responsibilities below are not comprehensive and are meant to represent the most common or important duties of the position. Other duties may be required and/or assigned.

- Competitive and Industry Intelligence
 - Competitive Research: Maintain and publish comprehensive analyses on competitors, partners, and other companies of interest, concerning: key updates, product launches, new partnership or client engagements, event activity, published content, etc.
 - Industry Research: Produce on-going analyses regarding targeted industries. Identify emerging trends, key industry perspectives and points of view, new opportunities, thought-leaders, and referential content for marketing and sales repurposing.
- Social Media Monitoring & Marketing
 - Web and social media analytics, coordination and reporting.
 - Social media monitoring and marketing, including: blogger identification and outreach; community identification, monitoring, and participation; and other social media marketing initiatives.
 - Social media contact development, i.e., expand digital footprints.
- Provide customer contact research and profile development through the utilization of various sources, including: LinkedIn, Google, and online publications and directories.
- Marketing communication support, such as: copywriting, proofreading, marketing communications design, simple video production, presentations, project administration and correspondence.

Qualifications:

- Enrolled as a business, marketing, English, or communications major.
- Knowledge of online communications and social media marketing.
- Strong self-initiative and able to work with minimal supervision, while managing multiple projects and meeting deadlines within a dynamic work environment.
- Strong writing and analytical skills; marketing communications and copywriting experience is a plus.
- Fluency in Microsoft Office product suite. Familiarity with graphic design software, sales and marketing automation tools are also a plus.

This document describes the position currently available. Our company reserves the right to modify job duties or job descriptions at any time.

STUDENT INFORMATION

Name: _____ Major: _____
Student ID #: _____ Phone: _____

EMPLOYER INFORMATION

Company Name: _____
Student's Supervisor: _____ Title: _____
Work Telephone: (____) _____ Work Email: _____
Work Address: _____

POSITION INFORMATION

Title: _____
Begin Date: _____ End Date: _____
Hours Per Week: _____ Hourly Wage: _____
Brief Description of Duties (or attach job description): _____

The employer agrees to: assist the student in the completion of an academically-relevant and meaningful experience, including providing adequate supervision and an evaluation of the student's performance. The employer agrees to discuss termination/performance situations with a staff member at the Career Services.

Employer Signature: _____ Date: _____

The student agrees to: satisfactorily meet all requirements of both the employer and The University of Akron, including duties as assigned by the employer, course assignments as outlined by the course syllabus, course registration and payment of all associated fees for all semesters of participation.

Student Signature: _____ Date: _____

Career Services agrees to: provide support to both the student and the employer in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience productive, rewarding, and educational for both parties.

CS Signature: _____ Date: _____



CAREER SERVICES
Student Union 211
Akron, OH 44325-4306
330-972-7747 330-972-7748 (fax)
career@uakron.edu or
www.uakron.edu/career

LEARNING OBJECTIVES

Planning is key to having a successful cooperative education experience. The learning objectives are designed to ensure that the employer/student goals are being achieved. The supervisor is asked to work with each participating student to identify at least three specific and measurable learning objectives to be mastered during the work period.

STUDENT INFORMATION

Name: _____ Major: _____
 Student ID #: _____

EMPLOYER INFORMATION

Company Name: _____
 Student's Supervisor: _____
 Title: _____
 Work Telephone: _____ Work Email: _____

What will the student learn from "direct" work experience?

What will the student learn from "observation" through his/her work experience?

What will be the expectations for "independent" learning?

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



CAREER SERVICES & STUDENT EMPLOYMENT
 Student Union 211
 Akron, OH 44325-4306
 330-972-7747 330-972-7748 (fax)
 career@uakron.edu or www.uakron.edu/career

PERFORMANCE EVALUATION

Please provide the student with feedback regarding his or her performance and areas for improvement.

STUDENT INFORMATION

Name: _____ Major: _____

Student ID #: _____

EMPLOYER INFORMATION

Company Name: _____

Student's Supervisor: _____ Title: _____

Work Telephone: _____ Work Email: _____

I. Please mark the response that corresponds with your evaluation of the student.

1. Ability to integrate theory (academic learning) and practice					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to solve problems through analyzing data					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to take initiative on a project or assignment					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to make good decisions					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to plan, prioritize, and follow-up to achieve results					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to obtain and process information					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates the necessary technical skills and the ability to apply their knowledge					
Does Not Apply	Poor	Needs Improvement	Fair	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please continue on next page

8. Leverage existing technologies within their respective field to complete tasks and accomplish goals

Does Not Apply Poor Needs Improvement Fair Good Excellent

9. Met organization's expectations of presenting a professional image

Does Not Apply Poor Needs Improvement Fair Good Excellent

10. Demonstrates a willingness to learn

Does Not Apply Poor Needs Improvement Fair Good Excellent

11. Takes advantage of opportunities to learn from professionals

Does Not Apply Poor Needs Improvement Fair Good Excellent

12. Is dependable and has a strong commitment to their work

Does Not Apply Poor Needs Improvement Fair Good Excellent

13. Demonstrates integrity and ethical behavior

Does Not Apply Poor Needs Improvement Fair Good Excellent

14. Quality of work performed

Does Not Apply Poor Needs Improvement Fair Good Excellent

15. Verbal Communication

Does Not Apply Poor Needs Improvement Fair Good Excellent

16. Written Communication

Does Not Apply Poor Needs Improvement Fair Good Excellent

17. Builds rapport with others

Does Not Apply Poor Needs Improvement Fair Good Excellent

18. Works well with others from different/diverse backgrounds and perspectives than that of student

Does Not Apply Poor Needs Improvement Fair Good Excellent

Overall Feedback:

19. I would rate the student's overall performance as follows

Does Not Apply Poor Needs Improvement Fair Good Excellent

Please continue on next page

II. Please provide feedback on the student's experience and how we can better assist your needs.

20. What would you identify as the student's strengths during their assignment?

21. What are some suggested areas of improvement for the student?

22. What can the University do to better assist you in meeting your employment needs?

23. What changes would you recommend to improve the co-op/internship process?

24. Will the student be returning to work with your company?

- Yes If yes, please specify the semester: Fall (Aug-Dec) Spring (Jan-May) Summer (May-Aug)
If yes, what type of employment? Part-time work Full-time work Co-op/internship
- No
- Not yet determined

Supervisor's Signature: _____

Date: _____

I have reviewed this evaluation with the student: Yes No

Thank you for contributing to our students' educational and career development.

03/25/2022

