

Initial Work Report

Please print in black ink only.

Please complete both the INITIAL WORK REPORT and the STUDENT LEARNING PLAN.

Make sure your advisor and supervisor sign before bringing the forms back to the Career Center Office.

NAME _____ **DATE** _____

CURRENT ADDRESS _____

CITY / STATE / ZIP _____ **EMAIL** _____

PHONE _____ **DOB** _____ **SS#** _____

COLLEGE / EXPECTED DEGREE _____

MAJOR(S) / MINOR(S) _____

HOURS COMPLETED _____ **GPA** _____

EXPECTED GRADUATION DATE _____ **STATUS** _____

ADDRESS IN THE CITY OF YOUR JOB (Complete only if address changes when work begins)

ADDRESS _____

CITY / STATE / ZIP _____ **PHONE** _____

COMPANY NAME _____

ADDRESS _____

CITY / STATE / ZIP _____ **PHONE** _____

EMAIL _____ **INDUSTRY** _____

SUPERVISOR NAME & TITLE _____

START DATE _____ **FINISH DATE (if applicable)** _____

YOUR JOB TITLE _____

NUMBER OF HOURS WORKED PER WEEK _____ **RATE OF PAY** _____

This is to certify that I, the undersigned, authorize the Career Center Office to release paperwork in conjunction with this co-op position to my faculty co-op advisor.

SIGNATURE _____ **DATE** _____

Student Learning Plan

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STUDENT _____ SS# _____

MAJOR _____ COMPANY _____

CITY / STATE / ZIP _____ SUPERVISOR _____

TITLE OF INTERNSHIP POSITION _____

DESCRIPTION OF JOB DUTIES _____

LEARNING OBJECTIVES

To get the most from your experience, it is important to identify what you hope to learn in this position. Learning objectives are statements that clearly, measurably and precisely specify what you intend to learn from your co-op experience. It should state what you want to learn and how you plan to accomplish the learning.

Examples:

- A poor objective might say, "To improve my communication skills." A better objective would say "To improve my writing skills by producing newsletter articles and press releases that will meet the writing standards of my supervisor."
- A vague objective would be "To become a better programmer." A more specific objective would be "To learn RPG400 quickly enough to be able to assist programmers to maintain and develop new programs within one month after beginning work."

Learning objectives generally fall within three categories:

1. Academic goals, which involve applying skills learned in the classroom to a work environment and developing new skills not learned at school.
2. Career-related goals, such as increasing your marketability and learning more about the type of careers available to you.
3. Personal goals like knowledge of your strengths and weaknesses, coping in a new environment, etc. For more information about how to set and meet your goals, read "Learning on the Job."

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Please identify two learning objectives from each category below.

ACADEMIC OBJECTIVES

1. _____

2. _____

CAREER RELATED OBJECTIVES

1. _____

2. _____

PERSONAL OBJECTIVES

1. _____

2. _____

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ASSIGNMENTS FOR SATISFACTORY COMPLETION OF CO-OP INTERNSHIP COURSE

■ Daily or Weekly Logs (Circle one)

BEGINNING _____ ENDING _____

■ Articles or other reading assignments

HOW MANY? _____ DUE _____

SUBJECT(S) _____

■ Written Paper

LENGTH _____ ROUGH DRAFT / FINAL PAPER DUE _____

SUBJECT _____

■ Summary evaluation of pros and cons of the co-op experience (if not included in paper above)

LENGTH _____ DUE _____

■ Assignments in addition to or instead of above

COURSE _____ SECTION _____ CREDIT HOURS _____ SEMESTER _____

I hereby sign this Learning Plan and agree to complete all assignments as discussed with my faculty advisor. I understand my grade will be based upon satisfactory completion of these assignments and the evaluation provided by my employer. I understand this course is like all other MSU courses in that I will pay the appropriate tuition and that the grade received will be permanently reflected upon my transcript.

STUDENT SIGNATURE _____ DATE _____

I hereby sign this Learning Plan and agree to supervise this student's academic progress at the job site. By my signature, I grant the student permission to enroll in the course indicated above.

FACULTY NAME PRINTED _____ DATE _____

FACULTY SIGNATURE _____