

**School of Business Administration
Cooperative Education
Program (CEP) Informational Packet**

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COOPERATIVE EDUCATION PROGRAM (CEP)

General Overview

The purpose of the MSU Cooperative Education Program (**CEP**) is to offer students the opportunity to obtain college credit and career related experience through participation in employment opportunities. It is the student's responsibility to secure a Cooperative Education career related position at a business/industry work site where the student will be engaged in activities related to their academic program and career objectives. The student will perform duties and services as assigned by the work supervisor and CEP coordinator.

Note: In some instances, CEP credit may be obtained by students with current employers, however, the CEP proposal must clearly indicate new areas of responsibility or a special project that will qualify student for CEP credits.

The CEP is designed to give students practical experience in an area of their business career field. Students are able to earn three semester credit hours for a minimum of 180 hours of work performed under the supervision of a qualified work-site supervisor.

In order to participate in the CEP, students:

- **Must have completed at least 9 semester hours at MSU in regular classroom courses (Note: independent study classes, internships, special problems, or other cooperative education, etc. are NOT acceptable to meet this requirement)**
- **Must have a minimum of a 3.0 overall grade point average, with at least a 3.0 grade point average in courses within the School of Business Administration, or the consent of the faculty coordinator.**
- **Must be qualified to enroll for upper-division university credit at the 300-400 level.**
- **Must have a declared an Option or Minor in the School of Business Administration.**

Student Responsibilities

1. All students participating in cooperative education must possess junior/senior status (at the time of the cooperative education arrangement) at Morehead State University. Students are also responsible for understanding and complying with all internship guidelines and completing and submitting required CEP forms and reports in a timely fashion.
2. The **student**, with the guidance of the **faculty member**, is responsible for identifying an acceptable employment opportunity and for negotiating the structure and terms of the internship. The **student** must identify the location for the internship, assigned duties and responsibilities, work hours, objectives, and (if applicable) travel, housing, and employee benefits. The student must have a face-to-face meeting with the CEP coordinator prior to the internship experience.

- The, **CEP coordinator, is** responsible for ensuring that the approved internship is consistent with the student’s academic program and career goals. Occupational internships must provide the student with an opportunity to apply skills gained in the academic setting to real work situations; must be directly related to the student’s academic and career objectives; and are expected to serve as a supplemental source of learning.
- 3. Prior to the internship experience, the student, CEP coordinator, and the work site supervisor must complete the CEP Internship Agreement (FORM 1) and CEP Internship Objectives (FORM 2). Each form must be signed by the student and the work site supervisor. These forms, along with a current transcript, must be sent to the CEP coordinator **PRIOR** to starting the internship. These forms may be faxed to the CEP coordinator at 606-783-5025.
- 4. The student must maintain a CEP Internship Journal during the time of the internship to record experiences associated with work-related activities during the internship, citing specific experiences dealing with problems (technical and/or organizational), criticism, individual differences, cultural biases, hours worked, tasks, and objectives accomplished. The student will be responsible for providing a midterm and final edition of this journal to the CEP coordinator.
- 6. The student must provide the work site supervisor with a copy of the Performance Appraisal Form. The **work site supervisor** should review the completed performance evaluation with the student **PRIOR TO** the form being submitted to the CEP coordinator. The signed form must be returned to the CEP coordinator the week **PRIOR TO** finals weeks.
- 6. At the discretion of the CEP coordinator, the student will be responsible for scheduling an appointment or phone interview for the faculty member and the work site supervisor. Such meetings may be scheduled prior to approval of the internship or at any point during the internship. The CEP coordinator will attempt to meet or call the work-site supervisor and the student at least once during each CEP.
- 7 The student must submit to the CEP faculty coordinator the following documents during the CEP:
 - a. “Journal/Log of Activities” – an interim journal for work completed to date, submitted one-week prior to midterm. A cumulative journal must be included in the final portfolio, which should be submitted one week prior to the end of the term. The journal must indicate satisfactory completion of the planned Internship Objectives
 - b. Signed Final Performance Evaluation – faxed one week prior to the end of the semester; students must receive at least a score of 70 points to receive a passing grade for the CEP
 - c. Internship Final Report – submitted one week prior to the end of the semester (see outline on the last page of this packet)

8. The student must satisfactorily complete a minimum of 180 hours of internship experience for three (3) hours of college credit. Sixty (60) hours of internship experience must be completed for each additional hour of approved credit. **Most students complete a minimum of 180 hours for 3 credit hours of college credit.** A typical work arrangement may include 12 hours per week for 15 weeks; however, other hourly arrangements may be agreed upon by the supervisor and student. **Students may apply a maximum of 3 credit hours toward their option (or minor) requirements.**

Employer Responsibilities

1. Submit a written evaluation of the student’s performance and progress at the end of the internship—called the **Performance Appraisal**, one week prior to end of semester. This evaluation should be reviewed with the student prior to submitting the form. Forms will be provided by the student for this purpose and are also available online at the School of Business Administration website at www.moreheadstate.edu/files/colleges/business/Coop.pdf
2. Given that the employer’s appraisal is a major part of the student’s final evaluation, a reasoned opinion is expected and appreciated.
3. Provide students with a bona fide career related work experience and provide supervision, guidance, and training sufficient to afford the student an opportunity to successfully perform the work assigned.
4. Comply with all federal and state employment, safety, and civil rights laws applicable to the positions filled.
5. Provide a safe working environment for each student participating in the CEP.
6. Play a critical role in determining the value of the learning experience and assigning an academic grade. By accepting this role, supervisors agree to serve as a role model; to contribute their experience, knowledge, and supervisory abilities to an important practical learning experience for an interested undergraduate student.
7. Allow the student to actively contribute to work site activities while he or she is learning from you. Challenge the student with assignments and responsibilities that require application of skills and knowledge. Please do not expect the student to perform only menial tasks or tasks others wish to avoid.

Faculty (Coordinator) Responsibilities

1. **Assist students** in locating internship opportunities that provide employment opportunities in career-related positions to supplement their academic specialty. Students are also encouraged to search for possible part-time or summer employment positions outside the Morehead service region, or in their home towns if desired.

2. Determine that participating students meet all eligibility criteria and that the employment opportunities supplement their academic work.
3. Monitor student progress and assign a final grade for the internship.

We at Morehead State University appreciate your cooperation and willingness to work with our students and the university and sincerely desire to provide a mutually beneficial experience for all concerned.

FORM 1
COOPERATIVE EDUCATION PROGRAM
INTERNSHIP AGREEMENT

NOTE: FORMS 1 & 2 MUST BE SUBMITTED, ALONG WITH A CURRENT RESUME AND OFFICIAL TRANSCRIPT, PRIOR TO APPROVAL OF THE COOPERATIVE EDUCATION AGREEMENT.

This course provides junior/senior level students an experiential learning opportunity to work in an approved career related position, either on-off campus at a work site associated with the students' area of concentration. The student must complete ALL requested information.

Course: _____ Term : _____ /20__

Requested Credit Hours: _____ One (1) credit hour must include a minimum of 60 clock hours of work experience. Subsequently, three (3) credit hours = a minimum of 180 hours of on-the-job work experience.

Student's Name: _____ SS# _____ ID# _____

Local Address: _____

Home Address: _____

Daytime/Cell Phone: _____ Email address: _____

Proposed Cooperating Company/Organization: _____

Company Address _____ Phone: _____

Supervisor's Name: _____ Title: _____

Phone: _____ FAX _____ Email: _____

Number of Hours Planned Per Week: ____ Number of Hours Planned for the Term: _____

Physical Limitations: Yes ____ No ____ If Yes, explain _____

Proposed Internship (Brief Description): (Attach separate sheet if necessary or write on reverse side)

The Student and Work-Site Supervisor agree to comply with all stipulations and requirements.

(Student Signature) (Date)

(Work Site Supervisor Signature) (Date)

Faculty Coordinator (Date)

FORM 2
COOPERATIVE EDUCATION PROGRAM
INTERNSHIP OBJECTIVES
(To be determined by student in cooperation with the site supervisor)

During the _____ Semester, 20 ____, in cooperation with my internship work site supervisor and faculty member, I will attempt to accomplish the following list of objectives:* I have read the CEP packet, understand my responsibilities, and will submit required documents in a timely manner.

- 1.
- 2.
- 3.

*I understand that the Work-Site Supervisor's Final Evaluation of my progress toward meeting above list of objectives is required for successful completion of the internship.

(Student Signature) (Date)

(Work Site Supervisor Signature) (Date)

Work Site Supervisor's Email: _____

(Faculty Coordinator Signature) (Date)

Performance Appraisal for Co-op/Internship

Name of Student:	Student's Phone:	
Name of Supervisor:	Work Period:	Total Hours Worked:
E-mail of Supervisor:	Supervisor's Phone:	

WORK PERFORMANCE	Very Good (Excellent)	Good	Acceptable	Unacceptable	Poor	N/A
Attendance and Punctuality	<input type="checkbox"/> 20	<input type="checkbox"/> 15	<input type="checkbox"/> 10	<input type="checkbox"/> 5	<input type="checkbox"/> 0	<input type="checkbox"/> 0
Preparation for this job	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
Quality of work performed	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
Quantity of work performed	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
Time management skills	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
Overall performance on job	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0

PERSONAL QUALITIES	Excellent	Good	Acceptable	Unacceptable	Very Poor
Ability to learn	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Ability to communicate	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Adaptability	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Appearance	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Attitude	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Dependability	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Initiative	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Judgment	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Relation with clients	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
Relation with coworkers	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

COMMENTS ON WORK:
OTHER DESIRABLE WORK QUALITIES OF THIS STUDENT are:
SUGGESTIONS FOR IMPROVEMENT are:
OTHER COMMENTS

Has this evaluation been discussed with the student? Yes No

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

FAX COPY TO: _____ (Your Coordinator)
School of Business Administration 606-783-5025

**COOPERATIVE EDUCATION PROGRAM
 OUTLINE FOR
 FINAL INTERNSHIP PORTFOLIO
 Due Date for Fall/Spring: Monday Before Finals Week**

Upon completion of each semester of internship, each student is required to submit a typewritten final report--**INTERNSHIP PORTFOLIO**. See your instructor for an example portfolio.

A sample outline of the contents follow:

- I. Title Page
- II. Final Log of Activities—can be daily or weekly (check with your coordinator)
- III. A Two-Page Summary (a reflective summary of your internship experiences)
 - A. Brief Description of Objectives
 - B. Educational Value
- IV. Current Resume that includes this internship and a brief description. Add to your current resume under REFERENCES the name(s), titles, addresses, email, phone of one-two person(s) from the internship site who have agreed to serve as a future reference.
- V. If possible, a piece of literature from the employing company and an organizational chart
- VI. Any certificates earned—during this timeframe
- VII. Examples of work completed—i.e. self-designed computer printout, training manual, procedures guide, web page, any application development, designed presentations, etc.