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Internships/Co-ops @ NDC

WHO NEEDS AN INTERNSHIP/CO-OP?
All Bachelor of Arts students are required to do either an internship or co-op, however, all NDC students are encouraged to participate in the program.

- You must have successfully completed 28 credits of coursework (some majors require that you have reached junior standing- check with your faculty advisor if you are unsure)
- You must be in good academic standing with at least a 2.0 cumulative GPA

What are the Benefits of an Internship/Co-op?
Whether you choose to do an internship or a co-op, you will ultimately benefit by having a competitive edge over other job seekers after you graduate. In fact, employers expect internship and/or co-op experiences on resumes of potential employees. With either experience, you can:

- “Test-drive” a career to see if it’s the right one for you
- Gain practical experience in your major field
- Strengthen your professional skills
- Build your resume
- Establish your professional network of valuable contacts

Additionally, companies use internship/co-op programs as recruiting tools for new employees. This means that, depending on your performance during the work experience, there is a good chance that they will offer you a full-time position once you graduate. Now that’s job security!
When do I Begin?

An Internship/Co-op Timeline

Typically, college students complete their internships/co-ops during their junior or senior year, but few realize that they have to plan ahead. Below is a suggested timeline of activities you should consider completing for each year of your college experience.

Freshman Year

- Visit Career Services at Connelly Center
- Take a career assessment to select your major or career path
- Explore Notre Dame College’s academic programs
- Join a club or participate in campus activities
- Create a résumé and cover letter – use our Job Search Guide

Sophomore Year

- Meet with Kim Lane, Director of Career Services to review your career options
- Declare a major
- Schedule an informational interview or job shadow a professional working in a field that interests you
- Register with College Central Network (CCN), Notre Dame College’s online job board, at http://www.CollegeCentral.com/NotreDameCollege
- Attend the Internship/Co-op Orientation offered twice monthly during each academic semester by Career Services
- Create a LinkedIn account
- Update your résumé

Junior Year

- Begin your search for internships and co-ops
- Refine your cover letter and résumé
- Practice your job interviewing skills through mock interviews
- Research graduate schools
- Build your professional wardrobe
- Network with professionals, conduct informational interviews and job shadow

Senior Year

- Continue your job search – develop a prospective employer list and distribute your cover letter and résumé
- Practice your job interviewing skills
- Check out CCN and other online resources for job leads
- Take graduate school exams and complete applications
How do I find an Internship or Co-op?

Your search for an Internship/Co-op can take as long as three to four months, so be patient and plan accordingly. Though it is your responsibility to find your Internship or Co-op, remember that Career Services is here to help you with your search!

NDC College Central – all NDC students have access to this online tool where you can search for jobs and internships posted for NDC students, create an online resume (or upload your existing resume), and see announcements and upcoming events from Career Services!

- Access your account at www.collegecentral.com/NotreDameCollege
- Your Access ID is your 6-digit NDC Student ID

Other online sources – here are some other great places to browse for available internship/co-ops:

- NEOintern: www.noche.org/neointern
- Intern Web: www.internweb.com
- Career Board: careerboard.com
- Career Builder: www.careerbuilder.com
- The Idealist (non-profit jobs/ internships): www.idealist.org
- Team Work Online (jobs/internships in sports): teamworkonline.com
- Ohio Means Internships: www.ohiomeansinternships.com
- Internmatch: www.Internmatch.com
- Experience: www.Experience.com
- Internships.com: www.Internships.com

Career/Job Fairs are often held at universities and colleges. Look for them here at NDC and at other local schools.

NDC Career Services Center

- schedule an appointment with Jennifer Lowery, the Internship/Co-op Coordinator (you can reach her at 216.373.6453 or jlowery@ndc.edu)
- Use our student computers to browse the internet for internship/co-op possibilities.
- Pick up a copy of our Job Search Guide for extra help

Network, network, network! Everyone is a potential networking contact, and the only way to find out find out is to ask.

- friends
- family
- current co-workers, if you’re presently employed
- NDC faculty and staff
Tools for Your Search

The Resume and Cover Letter

The resume and cover letter are your most crucial tools in your internship/co-op search. Think of them as marketing tools you’ll use to “sell” yourself and your abilities. Remember, they don’t get you the job; they get you the interview. Use our Job Search Guide to help you create both your resume and cover letter. Here are some basic tips to get you started:

Your résumé should describe your skills, abilities, accomplishments, and experience. Here are some useful resume-writing tips:

- **Keep it short...and sweet:** Often, a resume is skimmed, not read, so it’s important to be concise. Try to keep it all on one page.
- **Be bold:** Use boldface type for words you want prospective employers to notice most.
- **Show them what you’ve got:** Don’t just list your jobs and skills. Tailor your resume to fit what your prospective employer is looking for. Prove how your experience and skills could benefit them.

College Central Network (CCN) has an online resume building tool that’s free and easy to use! Log in at www.CollegeCentral.com/NotreDameCollege

You should always send a cover letter with your résumé, whether or not it’s required in a job posting. A cover letter is your chance to introduce yourself, and communicate why you want the position for which you’re applying. Some tips for writing cover letters include:

- **Keep it focused:** Your cover letter should be 3-4 paragraphs long, and ideally under one page. Include the basics: the position for which you’re applying, why you want the job and your strongest skills relevant to the position.
- **Show who you know:** If someone referred you to the position, use his or her name in the introduction. This will demonstrate that you have useful connections.
- **Watch your language:** It’s essential to keep your audience in mind as you write. Professional communication is very different from communication between friends. Professional correspondence should always be more formal, but it should also be brief and easy to read.
- **Be adaptable:** As with your resume, you should also tailor the content of your cover letter to adapt to the company’s needs. Use the job description and some online research to familiarize yourself with those needs.

For all professional correspondence, remember to **PROOFREAD**! Bring your résumé and cover letter to Career Services for proofreading, editing, and other helpful suggestions!
Sample Resume – Internship

LYDIA FALCON

4545 College Road • South Euclid, OH 44121
216.555.5555 cell • student@ndc.edu

CAREER FOCUS
To obtain an editorial internship that emphasizes news writing and sports event coverage, and allows the development of networking and public relations skills.

SUMMARY OF SKILLS
• Detail-oriented and organized motivator with demonstrated leadership experience
• Excellent writing and communication skills gained through college coursework
• Proven ability to handle multiple projects and work under tight deadlines
• Proficient in Microsoft Word, Excel, Publisher, and PowerPoint, and working knowledge of Adobe Photoshop and Illustrator

EDUCATION
Notre Dame College, South Euclid, OH
Bachelor of Arts in Communication Expected: May 2014
• Work 20 hours/week during academic year
• Relevant coursework: Writing for Publication, Writing for the Non-Print Media, News Writing
• 3.3/4.0 GPA

PROFESSIONAL EXPERIENCE
Customer Service Representative, Target, Mayfield Heights, OH 2009-Present
• Greet customers and promote electronic products
• Conduct inventory checks and stock new merchandise
• Train new employees in cashiering, customer service and inventory systems

Special Events Intern, Greater Cleveland Sports Commission Summer 2011
• Wrote and formatted letters to individual and corporate sponsors
• Managed variety of projects from start to finish, working with experienced writers
• Created materials including sponsorship brochures, flyers, and postcards
• Presented final project to senior leadership within organization

Resident Advisor, Notre Dame College, South Euclid, OH August 2010 – June 2011
• Supported resident life in safety and security of 36 freshmen residents
• Promoted healthy lifestyle and referred residents to various campus resources
• Coordinated activities and managed entertaining programs to engage students

CAMPUS ACTIVITIES/AWARDS/COMMUNITY SERVICE
President of Public Relations & Communications Club, Notre Dame College May 2009 – May 2010
• Promoted club to students and organized community service projects
• Communicated with NDC faculty to arrange events and sponsorship
Volunteer and Team Leader, Habitat for Humanity Summer 2010
• Led team and worked collaboratively to build and reconstruct homes in New Orleans
I’m Ready to Start!

The Step-by-Step Internship/Co-op Approval Process

step 1

• Meet with your NDC faculty advisor to determine the amount of internship credit that you will need, the best semester to do your internship or co-op and discuss options.

step 2

• Register for and attend the Internship/Co-op Orientation through your College Central Network account. (see Career Services website for dates and times:
  • http://www.collegecentral.com/NotreDameCollege/

step 3

• Conduct a search for - and secure - your internship or co-op
  • Meet with Career Services to prepare your résumé and cover letter. Use our Career Development Guide or our online tool College Central!
  • Once your internship/co-op is secured, let us know so that you can register!

step 4

• BEFORE you start working, complete the necessary paperwork (see the Internship/Co-op Approval Checklist on page 7) and submit it to faculty advisor and Internship/Co-op Coordinator for approval.

step 5

• Once both the Agreement Form and Registration Form are completed and signed, present them at Student Services, and register for internship/co-op credit hours. Internships begun without this approval will not be counted for academic credit.

step 6

• Begin working at your internship/co-op! Be sure to respond to all emails and calls from your employer and NDC advisors. Check Moodle frequently for announcements and to submit your bi-weekly Status Updates.
Internship/Co-op Approval Checklist

After you have obtained your internship, but before beginning to work at your site you MUST make an appointment with Jennifer Lowery in the Career Services Office. Be sure to complete and bring the following to your appointment:

___ Internship/Co-op Agreement Form – Student/Site Information (page 9 of the Student Guide)
___ A job description from your internship site
___ Learning Goals Worksheet (pages 11-12 of the Student Guide)
___ Signatures (page 13 of the Student Guide)

Make sure your faculty advisor and Internship Supervisor have both reviewed your learning goals and signed off on this form before we meet.

___ A current resume
___ Request for Approval of Internship/Co-op With Current Employer (page 13 of the Student Guide)

COMPLETE THIS FORM ONLY IF YOU ARE INTERNING WITH YOUR CURRENT EMPLOYER

Registration Deadlines

You will not be able to register for your internship with Student Services or begin clocking internship hours until you have written approval from Career Services and turned in all of the above documents.

The deadline to register for a summer internship is Friday, June 27, 2014.

The deadline to register for a fall 2014 internship is Friday, October 17, 2014.

The deadline to register for a spring 2015 internship is Friday, March 6, 2015.
Notre Dame College
Internship/Co-op Agreement Form – Student/Site Information

Complete this form, your learning goals, the change of schedule form and the signature page. Submit all documents to the Internship/Co-op Coordinator for approval.

Student Information

STUDENT NAME: __________________________ STUDENT 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: _____
Course Number ______________________

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Hours at Work Site</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>45</td>
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<tr>
<td>2</td>
<td>90</td>
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<td>3</td>
<td>135</td>
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<td>4</td>
<td>180</td>
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<td>5</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
</tr>
</tbody>
</table>

Work Site Information

Projected Beginning and End Dates: __________________________
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***
CHANGE OF SCHEDULE FORM

Full name___________________________________  Student ID# __________________

Phone ______________________________  Email ________________________@students.ndc.edu

Student athlete? (Select one)       Yes      No  If yes, specify sport: ________________________

Do you receive VA benefits? (Select one)       Yes      No

If semester hours exceed 19, Overload Approval is required from the Office of Academic Affairs. Total Max Hours Approved _______  OAA Signature ____________________________

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Add</th>
<th>Drop</th>
<th>Dept</th>
<th>Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
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</table>

Advisor Signature: __________________________________

1. Students with financial aid dropping below full-time status MUST check with the Financial Aid Office to determine if dropping below full-time will have any effect on financial aid.

2. Student-Athletes MUST obtain signature approval from the Registrar of Athletic Eligibility if dropping a course(s).

Registrar Signature: ________________________________

3. Veteran Beneficiaries MUST notify the certifying official of your change in schedule. Dropped courses may affect benefit level.

By signing this form, you have read and agreed to the policies above:

Student Signature        Date

For Office Use Only
Processed by:______________
Processed on:______________

Rev.10/2010
Learning Goals Outline

Learning Goals
What do you want to get out of your internship/co-op? Your goals should be SMART:

- **Specific**
- **Measurable**
- **Attainable**
- **Results-oriented**
- **Time-bound**

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.

**Effective Verbs**
- Compile
- Coordinate
- Create
- Plan
- Utilize
- Implement
- Enhance
- Facilitate
- Organize

**Ineffective Verbs**
- Gain
- Know
- Become aware of
- Appreciate
- Learn
- Understand
- Become familiar with
- See if I like

**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.
- To use my organizational and time management skills to run a season of successful practices.

Use the learning goals worksheet on the following page to design 3 effective goals with strong strategies and a way you can evaluate if you have achieved the goal. These goals must be approved by your Faculty Advisor and Internship/Co-op Coordinator.
<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Learning Tasks or Strategies</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What will I learn?</strong></td>
<td><strong>How will I learn or do it, and what resources will be necessary?</strong></td>
<td><strong>How will I determine if I have accomplished the objective?</strong></td>
</tr>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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</table>
Notre Dame College
Internship/Co-op Agreement Form - Signatures

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.

_______________________________________________________
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.

_______________________________________________________
NDC 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.

_______________________________________________________
Supervisor Signature            Date

Supervisor Name and Title (please print)

As the Notre Dame College 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 job description set forth in this agreement by the student.

_______________________________________________________
NDC 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.
- You must present this form to Student Services when you register for Internship/Co-op credit hours.
Notre Dame College
Request for Approval of Internship/Co-op with Current Employer

COMPLETE THIS FORM ONLY IF YOU ARE INTERNING WITH YOUR CURRENT EMPLOYER

If your internship/co-op will be completed with your current employer, there are certain additional requirements you must meet to receive approval to begin working:

• You cannot work in the same job position for the internship as you are currently working in with your current employer.
• You must provide a copy of your current job description. This will need to be on your employer’s company letterhead and signed by your current supervisor.
• You must also provide a job description for your proposed internship/co-op. This, too, must be on your employer’s company letterhead, and signed by the supervisor that will be overseeing your internship/co-op.
• You must submit this completed form along with your Internship/Co-op Agreement Form.

EMPLOYER POSITION VERIFICATION

I, ________________________________ (Supervisor Name) hereby verify that ________________________________ (Student Name) will be performing the job duties as described in the attached job description. I further certify that this position is not the same job description that ________________________________ (Student Name) has previously or currently held at our company.

____________________________________________________________
Student’s Original Job Title

____________________________________________________________
Student’s Internship/Co-op Job Title

____________________________________________________________
Internship/Co-op Supervisor Name

____________________________________________________________
Internship/Co-op Supervisor Signature      Date
On the Job
Your Responsibilities:

- Complete and submit all bi-weekly Progress Updates via Moodle
- Identify and interview a professional for your Career Related Interview Summary; submit your paper via Moodle
- Optional: take notes in your Progress Log to help you remember everything for your final reflection paper

The DO’s and DON’Ts

DO:
- Research internships/co-ops AND the company beforehand
- Arrive on time
- Dress appropriately
- Be polite, professional, and cooperative
- Conduct a career-related interview
- Seek a mentor
- Ask lots of questions as often as possible
- Take initiative
- Network
- Listen and observe carefully
- Accept constructive criticism gracefully
- Take the job seriously
- Observe confidentiality
- Avoid office politics and gossip
- Leave on a positive note

DON’T:
- Be late
- Dress too casually
- Leave work unfinished
- Wait for your supervisor to realize you need a new task
- Overstep your authority
- Use the telephone or Internet for your personal use
- Use your iPod or personal cell phone (texting or calling) during work
- Seem uninterested in the profession
- Be intimidated

Remember, you are not only representing yourself – you are representing Notre Dame College. Do your best to represent us both in a professional manner. This is an opportunity for you to create a good impression of your college in the community.
Internship Progress Update Instructions

In order to document the hours worked as well as your progress with your internship, you will complete an Internship Progress Update every two weeks through Moodle during your experience. You are no longer required to complete and submit journals during your internship experience. However, you are encouraged to keep a basic log of your activities to assist you when writing your final reflection paper. The sample Internship Log Template can be found on the following page.

Internship Progress Update Moodle Template:

Name of Internship Site:

Dates Worked (use format month/date/year to month/date/year):

Total Hours Worked for those dates:

Do your work assignments match your job description and learning goals?

☐ Yes
☐ No

In your opinion, has your supervisor provided the guidance, mentorship, instruction and feedback needed to successfully complete your internship assignments?

☐ Yes
☐ No

Overall, is your internship experience meeting your expectations?

☐ Yes
☐ No

If you answered “No,” or have any additional comments/concerns, please explain below:

Notre Dame College
Rev. 4.2014
Progress Log Template

You may want to keep a brief log during your internship experience to assist you in writing your final reflection paper. Remembering what you did, the training or orientation process or the projects that you developed in the early stages of your internship may be difficult. Please use the following template to outline your bi-weekly experiences. You may want to note the following:

- what you’re learning and experiencing (observations, accomplishments)
- how it relates to what you’ve learned in the classroom at NDC
- how it relates to your learning goals
- other areas you might like to investigate further
- any challenges faced or mistakes made and how you corrected them
- personal thoughts and conclusions about your experience

Weeks 1-2:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Weeks 3-4:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Weeks 5-6:

________________________________________________________________________

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Weeks 7-8:

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________________________________________________________________________

________________________________________________________________________

Weeks 9-10:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Weeks 11-12:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Final Project Checklist

___ All completed Progress Updates via Moodle (see page 16)
___ Career-related interview summary (see pages 19-20)
___ Final reflection paper (see pages 21-22)
___ Student evaluation (see page 23)
___ Supervisor evaluation (see page 25)
___ Faculty advisor evaluation (see page 27)
___ Updated resume including your internship/co-op experience
___ *Samples of work completed during your Internship/Co-op (*optional; must get approval from internship supervisor)

Wrapping it Up

Your Final Project

So you’re nearing completion with your internship or co-op, and you want to know what to turn in? The following page is your checklist for all materials that are required in your final project.

The due date for your final project will be 2 weeks following the conclusion of your internship. For example, if the last date worked is March 14th, all components of the final project need to be submitted to Moodle by 11:59 on March 28th.

Please note, Moodle cannot reflect individual due dates for each student. The Moodle due date listed is actually the semester deadline for grade reporting, not your individual final project due date.

* Certain elements of your Final Project require signatures, so you can scan these signed documents and submit to Moodle. Scanners can be found in Admin Rooms: 208, 211, 225 and the Multimedia Lab.

Hard copies of your Final Project are no longer accepted.
If it’s not in Moodle, I can’t grade it.
Career-Related Interview Summary Instructions

At some point during the course of your internship or co-op, conduct one informational interview with a professional person in your career interest area. This interview should not be with your internship supervisor, parent or faculty advisor. Once you have completed your interview, prepare a one to two page, typed, double-spaced summary about your interview and submit it with your final portfolio.

Goals and Guidelines for completing the Career-Related Interview Summary

• Gain as much perspective from as many different sources as you can by choosing to interview someone in your desired career field other than your internship supervisor, member of your immediate family, professor or faculty advisor. This is an opportunity to network and establish a professional relationship with someone in your field of study.

• Expand your career knowledge within your major area of interest. If you have difficulty identifying someone to speak with, try asking your supervisor, faculty advisor, or the Internship/Co-op Coordinator for assistance and referrals.

• This is a summary not a transcript from your interview, please do not type up each question asked and give the exact response. Summarize the responses, find trends or themes in the responses and relate them back to you.

• Use the following outline as a guide for your summary; however, these questions are only suggestions. There are many other questions you could ask, so feel free to come up with your own.

• In the introduction of your summary, include the interviewee’s name, job title, and company. In the body of your summary, discuss what you learned from him or her that might help you in the future. Conclude your summary with some ideas about how you plan to apply your new knowledge in the future.
Career-Related Interview Outline

JOB TITLE AND REQUIREMENTS
- What is your job title?
- What is your educational background?
- What were the education or skills requirements for your job?
- What type of on-the-job training did you receive?

PERSONALITY AND SOCIAL FACTORS
- What specific personal characteristics and values would enable a person to do well at your job? Why?
- Are there any personal characteristics or past history which would exclude me from doing your job? (ie, poor credit, visible tattoos or piercings, no driver’s license, criminal record, citizenship, etc...)

WORK ENVIRONMENT
- Please describe a typical day of work at your job. Are the events of your day variable or more routine?
- Do you work traditional days, weekends, nights or holidays? Is travel required?
- Describe the climate of your workplace. Is it business casual or casual and laid back, is it very formal and structured?
- What do you like about your job? What challenges you?
- What are your least favorite aspects of your job?
- What do you wish you knew about this field before choosing your career path?

JOB MARKET
- How long have you been working at this job?
- What are your career goals in the next 5-10 years?
- What would the general salary range be for your job or an entry level job in this field?
- What advice could you give me as a person interested in entering this field in the near future?
- Why do people leave this job or the field?
- Which professional organizations, journals or websites would you recommend?

THE FOLLOWING REFLECTION QUESTIONS ARE TO BE ANSWERED BY THE STUDENT:
- Which qualifications or job requirements have you met, or will have met upon graduation from NDC?
- Which personal characteristics do you identify with regarding the career?
- What do you like or dislike about the job?
- Would you be comfortable and happy in this work environment?
- Are you still interested in this career? Why?
- What are your career goals and your next steps towards achieving them?
Final Reflection Paper Instructions

Just like many of your classes, you must complete a satisfactory final paper in order to “pass” and receive academic credit for your internship/co-op. Your final paper should synthesize your internship/co-op from beginning to end. This is where your internship log comes in handy; use it to analyze your work experience in light of the learning goals you established before you began working. Please do not “stretch” your paper by adding a large, double-spaced header, increasing your font or margins.

Your paper must:

- be at least five to six pages long
- be typed and double-spaced with one-inch margins on all sides
- be proofread by someone else
- be free of grammatical and spelling errors
- contain an introduction, body, and conclusion

The following is a suggested format:

I) Introduction
   a. Description of your position, department, and work site
   b. Your original learning goals

II) Body
   a. How and why did you achieve your learning goals? If you feel you did not achieve them, why not? It’s alright if you didn’t, just explain why.
   b. How specifically did you apply theories, research, and/or concepts learned in courses at NDC during your internship/co-op?
   c. What new things did you learn from your experience (include mistakes)?
   d. How can you apply your new knowledge in the future (in school, work, or your personal life, for example)?
   e. What have you learned about yourself, your knowledge, skills, attitudes, and values?

III) Conclusion
   a. How effective was your Internship/Co-op experience?
   b. How has it impacted your feeling about your career choice?
Final Reflection Paper Rubric

Student Name: ________________________________________________________________

This form is a tool for both you and the Internship/Co-op Coordinator, who will use it to grade your paper. You should use it to make certain you’ve met all the requirements which ensure you a passing grade. If any category is found to be “Unsatisfactory,” you will be asked to revise your paper.

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction provides necessary background information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body analyzes the learning experience with regard to original learning goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body provides sufficient details and specifics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion provides new insight and closure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is organized well, and is focused on the topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets or exceeds page requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has been proofread well, and is free of grammatical, mechanical, or usage errors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PASS / FAIL

See Moodle for Comments: ________

Additional Comments:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Signature of Internship/Co-op Coordinator                          Date

Notre Dame College
Rev. 4.2014
Student Evaluation Form

Student Name: ______________________ Faculty Advisor: ______________________

Organization/Company: ______________________________________________________

Please take this evaluation seriously; it is an assessment of not only your performance, but also your work site. It will be used to determine the value of your work experience for future internship and co-op students. Check the box which best describes your experience.

---

<table>
<thead>
<tr>
<th><strong>Self Evaluation</strong></th>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Usually</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was dependable and reliable at work</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I arrived at work on time</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was receptive to learning new things</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was accepting and responsive to feedback</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I conducted myself in a professional manner</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I worked to my highest potential</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I displayed a positive attitude</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I took initiative in my work</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I was friendly and courteous with others</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I contributed to the team effort (when possible)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Evaluation of Work Site</strong></th>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Usually</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor was available to me</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>My co-workers were helpful and supportive</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I felt prepared for this position</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>My duties here increased my knowledge</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>My duties here were relevant to my major</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>My duties matched the original job description</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

---

Do you agree with your supervisor’s evaluation of you?
Strongly Agree  Agree  Disagree  Strongly Disagree

Would you recommend this work site to another student?  

Were you offered continued employment at your site? Explain why or why not:

Comments:_____________________________________________________________________

Student Signature: ___________________________ Date: ______________________

Notre Dame College
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# Faculty Advisor 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.

<table>
<thead>
<tr>
<th>Learning Goals</th>
<th>Met</th>
<th>Did Not Meet</th>
</tr>
</thead>
</table>
| 1. _______________________________________________________
| ___________________________________________________________
| ___________________________________________________________
|                      □                                     □ |

| 2. _______________________________________________________
| ___________________________________________________________
| ___________________________________________________________
|                      □                                     □ |

| 3. _______________________________________________________
| ___________________________________________________________
| ___________________________________________________________
|                      □                                     □ |

| 4. _______________________________________________________
| ___________________________________________________________
| ___________________________________________________________
|                      □                                     □ |

| 5. _______________________________________________________
| ___________________________________________________________
| ___________________________________________________________
|                      □                                     □ |

**Comments:** _______________________________________________________
|                                                                 |
|                                                                 |

**Faculty Advisor Signature:** ______________________ **Date:** __________}

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Notre Dame College  
Rev. 4.2014
Supervisor Evaluation Form

Be sure to provide your supervisor with this form at least two weeks prior to the completion of your internship/co-op.

Student Name: __________________________ Total Hours Worked: _________

Supervisor: ___________________________ Organization/Company: _______________________

This evaluation is an assessment of the student’s performance, professionalism, and development of knowledge and skills during the Internship/Co-op. We hope that you share your feedback with the student. Please scan and email or fax your evaluation to jlowery@ndc.edu or 216-916-4998. Thank you!

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Personal/Professional Development**

- Dependability
- Attendance/Punctuality
- Reception to Learning
- Reception to Supervision
- Level of Professionalism
- Quality of Work
- Quantity of Work
- Work Ethic
- Attitude
- Cooperation with Other Staff

**Skill Development**

- Writing
- Communication
- Social Interaction
- Research/Information Retrieval
- Computer Skills
- Problem Solving

Comments: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Would you be willing supervise another NDC intern in the future? __________________

Supervisor Signature: ___________________________ Date: ______________

Notre Dame College
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