Cooperative Education Summary of Forms

Location: Student Development Office, Henry Student Center, 2nd floor
84 West South Street, Wilkes-Barre, PA 18766
Phone: (570) 408-1111 Fax: (570) 408-7794

Department contact:
Sharon Castano, Director of Internships & Parent Programs
email: sharon.castano@wilkes.edu

NOTE: During the internship:

All assignments not completed in D2L should be emailed to interns@wilkes.edu AND your faculty coordinator.
All Internship forms can be found at our website www.wilkes.edu/coop

€ Wilkes University Coop Ed Internship Registration Placement forms
This 2 part form is completed and signed by the internship office when you receive placement at the beginning of an internship. It must be signed by the Director of Internships, you, your advisor, faculty coordinator AND the Department Chair and returned to the Registrar’s Office to register for credits before or during the first week of the internship. Summer internship credits are charged at half the price of the non-discounted per credit cost. You must receive permission from a Dean within the Office of Student Affairs, Passan Hall, to exceed 18 credits (or 19 with PPD) in one semester.

€ Cooperative Education & Internship Agreement
This 2 part form and document is to be read, and returned signed by you during the 1st week of the internship.

€ University And Intern Site Policies
This agreement outlines all responsibilities of the intern and faculty Coordinator during the internship process. It will also provide office etiquette guidelines to use while in your co-op position. This agreement must be read and signed by a student prior to starting a for credit internship. This document is to be read, and return the LAST PAGE signed by you during the 1st week of the internship. Keep a copy for your records or it can be found on the website at www.wilkes.edu/coop.

● Cooperative Education and Field Experience Program Data Form & Student Learning Objectives
This form is to be returned during the 1st week of the internship AFTER you have met with your supervisor. It will document the supervisor name, business name and address of the site where you are fulfilling your internship. The section for Student Learning Objectives contains an outline of objectives and a means to achieve these objectives signed by your Site Supervisor. This can also be a job description. Please keep a copy for your records and provide a copy of this form to your faculty coordinator as well.
Internship Leadership Development (ILD) Plan (keep this)
Provides a summary of internship work requirements and how this experience will be graded, it will include:

1. Weekly (or bi-weekly or blogs) these are summaries of work experience (to be emailed to both the Cooperative Education coordinator, interns@wilkes.edu AND your faculty coordinator). 1-2 paragraphs reflecting duties and describing past week’s learning.

2. Reaction Paper/ Self-Assessments (if applicable)
   1-2 page typed double-spaced, reflecting on one or more of the subjects of; Diversity, Communications/Social Skills, Social Responsibility/Organizational Awareness, Self-Awareness. The subject will be determined with your Faculty Coordinator at the beginning of the semester.

3. Employer Evaluation (Final Evaluation)
   Intern portfolios contain an evaluation for the site supervisor to complete at the end of the internship. Site supervisors should sign the back of a sealed envelope and mail the completed form to the Office of Cooperative Education, Henry Student Center, 1st floor 84 West South Street, Wilkes-Barre, PA 18766.

4. Final Paper/Project Portfolio Paper (if applicable)
   A final paper requires discussion with your faculty coordinator (ex: 8-10 page paper for 3 credits, or 15-20-page paper for 6 credits) regarding an issue or area of study related to work; research study, advertising campaign, or hands-on project etc. See Academic Project Agreement below.

€ Academic Project Agreement
This document is a mandatory 2 part form that becomes a description of your final academic project along with guidelines that have been agreed upon and signed by YOU and YOUR Faculty Coordinator. It is important that this agreement be signed BEFORE you begin the project.

€ Wilkes University Cooperative Education Program Two Week Time Sheet
Tracking your time is an important part of your internship to authenticate attendance; use this sheet to fill in dates and hours worked on a regular basis. Please PRINT YOUR NAME on this sheet, it must be signed by the student and supervisor. Please submit the signed copies to the Cooperative Education office. They can be faxed to 570-408-7794, mailed to the address indicated on the top of this sheet.

€ Mid-term evaluation (Applies to Communication majors only)
For Communications majors only, please provide this to your internship supervisor half way through your internship. Site supervisors should sign the back of a sealed envelope and mail the completed form to the Office of Cooperative Education.

€ Internship Final evaluation
This document should be provided to your internship supervisor one to two weeks before the end of the internship. The supervisor should complete and sign the form, return it to the Cooperative Education office not the student, before their last day of the internship. Site supervisors should sign the back of a sealed envelope and mail the completed form to the Office of Cooperative Education.

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