Cooperative Education Summary of Forms

Location: Student Development Office, Henry Student Center, 1st floor
84 West South Street, Wilkes-Barre, PA 18766
Phone: (570) 408-1111 Fax: (570) 408-7794

Department contacts:

Sharon Castano, Cooperative Education Coordinator
e-mail: sharon.castano@wilkes.edu

NOTE: During the internship:

All assignments should be emailed to interns@wilkes.edu AND your faculty coordinator.
All Internship forms can be found at our website www.wilkes.edu/coop

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 you, your advisor, faculty coordinator AND the Department Chair and returned to Student Services 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.

Cooperative Education & Internship Agreement
This 3 page form is to be read, and returned signed by you during the 1st week of the internship. 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.

Data Form & Student Learning Objectives
This form is to be returned during the 1st week of the internship. It will show 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
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 one-page description of your final academic project along with guidelines that have been agreed upon and signed by your Faculty Coordinator. It is important that this agreement be signed BEFORE you begin the project.

€ Cooperative Education Program 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 submit the signed hard copies to your Cooperative Education coordinator. See Authorization for College Work Study Funds Via Cooperative Education below.

*Authorization for College Work Study Funds Application Via Cooperative Education (if applicable)
In order to participate in this program, an intern must qualify for financial assistance under the financial guidelines of the CWSP. The student must fill out and return the application to our office during the first 3 weeks of the internship. Once approved, timecards are also due to the Coop office at the end of the internship.

€ Mid-term evaluation (Communication majors only)
For Communications majors only, this is provided 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.

Apple Final evaluation
Given to your internship supervisor one –two weeks before the end of the internship. The supervisor should complete and sign the form, return it to the Cooperative Education office before the last day of the internship.