

## Assignment Guidelines for Internship (REU) and Co-op Courses

### WEEKLY JOURNALS | Due: Weekly, by midnight on Saturdays

Keep a weekly log of your professional activities, and include reflection on any challenges, highlights, etc. It will be helpful for you to include what you've learned, meetings you've attended, and any other relevant activities.

- **Length:** These are usually brief, a paragraph or two, but length and details are up to the faculty advisor.
- **Frequency:** Journals should be completed beginning the first week of your internship through the last week of your internship or the last week of the semester, whichever comes first.
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.

### LEARNING OBJECTIVES | Due: Within first 2 weeks of internship/co-op/REU start date

Planning what you'd like to achieve through the semester is critical to being able to assess what you learned at the end. Please complete this form by asking your supervisor to help you set goals.

- Worksheet: <https://ysu.edu/academics/science-technology-engineering-mathematics/internships/forms>
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.

### FACULTY SITE VISIT (Optional) | Due: Approximately mid-semester

Invite your faculty advisor to visit your worksite, meet your supervisor, discuss your experience, and tour the facility.

- Evaluation: <https://ysu.edu/academics/science-technology-engineering-mathematics/internships/forms>
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.

### PRESENTATION | Due: Last 2-3 weeks of the semester

**Check the syllabus for semester due dates.** Towards the end of the term, you will be contacted to schedule a date for your presentation. Presentation guidelines are as follows:

- Students who are at the same worksite are encouraged to create a group presentation. Individual presenters should speak for 10-15 minutes; group presentations should be 20-25 minutes in length
- Business attire required
- **The sections of the presentation should include the following:**
  - Brief company history and background
  - Typical daily duties as well as any special projects (as applicable)
  - What your overall responsibilities and roles were
  - Highlights and challenges
  - Any problems encountered and how you approached them
  - How your academics prepared you for your internship
  - What about your experience will be most influential as you move forward
- Be sure NOT to include any confidential company information. We strongly recommend you review your presentation with your supervisor before you give it.
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.

## **EMPLOYER EVALUATIONS | Due: Approximately mid-semester & last day of the semester**

This is a form that you will ask your supervisor to fill out for you, and then sit down and review it with you.

- Evaluation: <https://ysu.edu/academics/science-technology-engineering-mathematics/internships/forms>
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.

## **STUDENT EVALUATION | Due: Last day of the semester**

This is a form that you will fill out to reflect on your performance.

- Evaluation: <https://ysu.edu/academics/science-technology-engineering-mathematics/internships/forms>
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.

## **FINAL PAPER | Due: Last day of the semester**

These guidelines may vary between different faculty advisors. Please direct any questions regarding length, content, etc. to your faculty advisor.

- The paper should be approximately eight pages in length, double spaced
- Choose a consistent formatting appropriate for your field of study
- **Cover the following topics:**
  - General description of worksite: Company history, industry history; type of organization including mission and vision; organizational structure; politics and trends in the company; supervision styles; training and professional development available
  - Activities and Work Tasks: What projects you worked on and why; what you learned; working on teams versus independently; what your responsibilities were; problems you encountered and solutions you found; what you would have done differently
  - Technical aspects: This section will vary widely on major and industry. Project development; testing; equipment used; technical processes; outcomes, limitations, and advantages of relevant processes.
- Be sure NOT to include any confidential company information. We strongly recommend you review your paper with your supervisor.
- Complete and email to faculty advisor and CC [stem.jobs@ysu.edu](mailto:stem.jobs@ysu.edu). Your faculty advisor may use Blackboard.