

**MIAMI UNIVERSITY
PROFESSIONAL PRACTICE**

**BTE / CIT / ENT 220
Variable (0-2)**

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DESCRIPTION:

Students participating in the co-op or internship program are required to register for this course during their work term. This course provides a structured, formal connection between the student's co-op/internship job and her/his academic program of study. For each work session, **students will keep a portfolio of work activities** then reflect on and place into context the work experience and academic program. It is expected that students who enroll in BTE/CIT/ENT 220 over multiple semesters (no more than three {3} semesters or total of six {6} credit hours) will experience increasing sophisticated work assignments. Credit may only be granted during the semester in which a student is working AND registered for BTE/CIT/ENT 220. No credit will be awarded for past work experiences.

Prerequisite: Approval from co-op/placement office and instructor.

GENERAL COURSE OBJECTIVES:

- Provide a forum for students to engage with other co-op/internship students and reflect on their jobs as learning experiences;
- Increase the student's technical skills;
- Provide context to their academic curriculum;
- Develop and refine interviewing skills and career success skills;
- Assist the student in solidifying her/his commitment to their academic program of study.

ASSIGNMENTS:

TEXT: JOB CHOICES, a publication by National Association of Colleges and Employers (Available on either Campus)

CLASS: To be held via Blackboard. Meeting times will be arranged by the instructor.

1. Must review the "What Now" interviewing tape before interviewing with an employer. (Available on either Campus)
2. **Develop three (3) specific goals to accomplish this semester.** These goals will help to establish a learning environment between you and your employer. These goals must be approved by the faculty member at the beginning of the semester.
3. **Maintain a portfolio of projects on which you worked**, new technologies you experienced, things you learned, etc. Be prepared to incorporate this information into an end of semester reflection (term) paper.
4. **Meet at least three (3) times during the semester.** Once at the beginning to discuss your goals and plans with all students enrolled in BTE/CIT/ENT 220; **once during the semester with your faculty member and supervisor (preferably a work site visit)**; once at the end of the semester to review and reflect on your experience. These meetings may be accomplished through e-mail, Internet, video conferencing, telephone, or in-person.
5. **Prepare a term paper (1 or 2 pages)** in which you reflect on what you accomplished during the semester in relation to goals that were set; what you learned; how/what you did this semester fits into your academic program and personal career goals. *Must be completed and turned in one week before finals.*

METHOD OF EVALUATION:

1. Credit earned – satisfactory completion of above assignments and satisfactory performance evaluation from your employer.
2. Credit not earned – failure to meet all conditions as stated above.

NOTE: This outline is subject to change as needed.

Miami University Learning Community

Miami University is committed to fostering a supportive learning environment for all students irrespective of individual differences in gender, race, national origin, religion, handicapping conditions, sexual preferences, or age. Students should expect, and help create, a learning environment free from all prejudice. Disparaging comments, sexist or racist humor, or questioning the academic commitment of students based upon these individual differences are behaviors that undermine our learning community. If such behaviors occur in class, please seek the assistance of your instructor or department chair.

Student Co-op/Internship Work/Learning Evaluation Form

Miami University Hamilton; Co-op/Internship & Placement Office

Phone (513-785-3113) Fax (513-785-3178)

Academic area: BTE/CIT/ENT 220; Indicate number of credit hours _____ (0-2) Criteria for Credit Below

Met with Co-op Director on: _____ Maintained Portfolio _____ Turned in Paper _____

Student's Name _____ Banner I.D. Number _____

Phone _____ Cell Phone _____ E-mail _____

Major _____ B.S. _____ B.A. _____ A.S. _____ A.A. _____

Company's Name _____ Phone _____

Supervisor's Name & Title _____ E-mail _____

The Cooperative Education/Internship Program is based on learning from experience. This work/learning agreement represents a joint effort by the student, employer, and university co-op director to document how the student will learn from work experience and how the co-op/internship experience will be evaluated.

Co-op/Internship Learning Goals:

Student Evaluation of Goals Section

	Not Met	Met	Exceeded
1.			
2.			
3.			

Student's Comments regarding experience; Signature _____ Date _____

Co-op Director's Comments regarding the experience; Signature _____ Date _____

Agreement regarding working conditions for the student:

Job Title _____ Salary _____ Start Date _____

Academic Term(s) _____ Hrs/Week _____ Ending Date _____

We, the below signed, agree with the suitability of the working/learning goals and academic credit (if indicated).

Student _____ Date _____

Supervisor _____ Date _____

Co-op Director _____ Date _____

Please turn the sheet over (page 2) for Supervisor's Evaluation of the student.

Important: Please return this form (page 1) to the Office within two weeks after you begin your co-op/internship.

Student Co-op/Internship Work/Learning Evaluation Form BTE/CIT 220 Page 2

Miami University Hamilton; Co-op/Internship & Placement Office

Phone 513-785-3113; Fax 513-785-3178

CIT/BTE 220 (0-2 academic credit hours); Indicate number of credit hours _____ (0-2)

Student's Name _____ Banner I.D. Number _____

Major _____ B.S. _____ B.A. _____ A.S. _____ A.A. _____

Company's Name _____ Supervisor's Name & Title _____

Supervisor's Overall Comment Section regarding the student's goals:

Please rate the student on the following professional skills:

Attendance, Punctuality, Personal Appearance	Excellent	Good	Average	Fair	Poor	Not Relevant
Reports to work regularly	5	4	3	2	1	—
Arrives to work on time	5	4	3	2	1	—
Arranges for lateness or time off in advance	5	4	3	2	1	—
Is appropriately dressed for work	5	4	3	2	1	—
Is properly groomed	5	4	3	2	1	—

Knowledge of the Job	Excellent	Good	Average	Fair	Poor	Not Relevant
Grasps instructions quickly	5	4	3	2	1	—
Has developed appropriate technical knowledge	5	4	3	2	1	—
Desires to increase knowledge of job	5	4	3	2	1	—
Is willing to ask questions	5	4	3	2	1	—

Quality of Work	Excellent	Good	Average	Fair	Poor	Not Relevant
Produces work that is accurate and neat	5	4	3	2	1	—
Shows thoroughness in work	5	4	3	2	1	—
Produces the expected volume of work	5	4	3	2	1	—
Is efficient in use of time	5	4	3	2	1	—
Is able to set priorities	5	4	3	2	1	—

Attitude	Excellent	Good	Average	Fair	Poor	Not Relevant
Shows initiative	5	4	3	2	1	—
Is enthusiastic about work	5	4	3	2	1	—
Is willing to work with and for others	5	4	3	2	1	—
Accepts suggestions/criticism	5	4	3	2	1	—
Asks for additional work when tasks are complete	5	4	3	2	1	—

Judgment, Reliability, Adaptability	Excellent	Good	Average	Fair	Poor	Not Relevant
Is able to think independently	5	4	3	2	1	—
Makes good decisions	5	4	3	2	1	—
Is able to work under pressure	5	4	3	2	1	—
Meets deadlines	5	4	3	2	1	—
Is adaptable to changes in the work environment	5	4	3	2	1	—

Human Relations	Excellent	Good	Average	Fair	Poor	Not Relevant
Cooperates with supervisors and co-workers	5	4	3	2	1	—
Is courteous and friendly	5	4	3	2	1	—
Controls emotions	5	4	3	2	1	—
Speaks well and shows good choice of words	5	4	3	2	1	—

Please circle. Overall student performance is Excellent Good Average Fair Poor

Supervisor's signature _____ Date _____