

Permit to Register

The student is responsible for completing this form and obtaining the faculty adviser signature. The original must be returned to Laura Lerdal in the Culinary & Hospitality Center, who will facilitate the registration process once all necessary forms are received.

COD ID _____ **Term** _____

Social Security Number **X X X - X X -** **Start Date** _____

Student Name: _____ **End Date** _____

Address: _____ **Hours per Week** _____

Telephone: (h) _____ (c) _____

Email: _____

Are you authorized to work in the U.S.A.? _____ International Student Adviser Approval: _____

As a student participating in the Cooperative Education/Internship Program offered by College of DuPage I agree to indemnify and hold harmless College of DuPage, its agents and employees, from any claims, liability or causes of action which may be asserted against College of DuPage, its agents or employees, for personal injury or property damage sustained by me in the course of participation in the Cooperative Education/Internship Program. I understand that by participating in these programs I may be deemed to be an employee of the company to which I provide services but I am not an employee of College of DuPage. I, therefore, acknowledge that I am not entitled to any benefits or privileges extended to College of DuPage employees. I will strive to meet or exceed performance expectations and learning goals.

STUDENT SIGNATURE _____ DATE _____

FIELD OF STUDY/ACADEMIC AREA _____ COMPANY SUPERVISOR NAME _____

WORK EXPERIENCE TITLE _____ COMPANY NAME _____

PaID ☐ UnPaID ☐ COMPANY ADDRESS _____

FACULTY ADVISER NAME _____ CITY/STATE/ZIP _____

FACULTY ADVISER SIGNATURE _____ COMPANY TELEPHONE _____

CREDIT HOURS REQUESTED _____ SUPERVISOR EMAIL _____

TO BE COMPLETED BY CEIP STAFF

Course Code - - cp **Credit Hours** _____

CEIP STAFF SIGNATURE _____

Student is responsible for completing this form (with student, faculty adviser and employer signatures) and returning it to Laura Lerdal in the Culinary & Hospitality Center.

Student Information

Student's Name (Print)	Date
Total Internship Credit Hours	Field of Study
Email	Faculty Adviser's Name
Phone	Student's Position Title
Wage: \$ / Hr Non-Paid 	

Employer/Supervisor Information

Company/Agency Name (Print)	
Supervisor's Name	Telephone Number
Supervisor's Title	Email

Student & Faculty Adviser

List measurable learning goals based on the internship description, which will improve assessed skills. This portion should be completed by the student and faculty adviser in consultation with the employer.

1. Learning Goal:	
Learning Plan:	
Evaluation Rubric:	
2. Learning Goal:	
Learning Plan:	
Evaluation Rubric:	
3. Learning Goal:	
Learning Plan:	
Evaluation Rubric:	
4. Learning Goal:	
Learning Plan:	
Evaluation Rubric:	

Use an additional sheet, if desired. 75 hours of work = 1 credit

We agree to the learning goals listed above.
 The **employer** agrees to supervise and mentor the student in a safe environment.
 The **faculty adviser** agrees to guide student learning and assign a grade.
 The **student** agrees to meet or exceed the stated goals and work requirements.

STUDENT SIGNATURE _____

FACULTY ADVISER SIGNATURE _____

ASSOCIATE DEAN SIGNATURE _____

EMPLOYER/SUPERVISOR SIGNATURE _____

The student, employer, faculty adviser and Assistant Director for Career Services agree to assume the responsibilities outlined below during the student's academic internship. **NOTE:** All signatures are required prior to the start of an internship carrying academic credit. **Student:** Return this document to Laura Lerdal in the Culinary & Hospitality Center.

EMPLOYER RESPONSIBILITIES:

- Verify the position and duties by providing a job/internship description.
- Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.
- Provide regular feedback to the intern regarding performance.
- If the student is paid, understand the responsibility for providing Workers Compensation and liability insurance in accordance with the state law, and agree to provide said coverage. Understand and observe the Fair Labor Standards Act.
- Comply with federal laws prohibiting discrimination on the basis of race, color, national origin, sex, disability and/or military status.
- Notify the CEIP or faculty adviser in a timely manner if any problems arise during the internship. Complete a final evaluation of the student's performance.

Employer Signature _____ Date _____

FACULTY ADVISERS RESPONSIBILITIES:

- Adhere to the current Active Course File as approved by the Illinois Community College Board.
- Determine and discuss how the proposed internship is relevant to the student's educational objectives, how to apply academic theory to the world of work, and if the internship merits academic credit.
- Assist the student in writing behavioral learning goals that enhance work skills in communication, problem solving/decision making, teamwork, self-management, leadership/initiative and/or technical competency.
- Maintain contact and assess student progress via various feedback mechanisms (e.g., biweekly email reflections, Blackboard, written/video/audio reports, article or book reviews, etc.) for increased field of study proficiency.
- Determine academic assignments, monitor student progress and provide final evaluation/grade.

Faculty Adviser Signature _____ Date _____

STUDENT RESPONSIBILITIES:

- Fulfill tasks/responsibilities assigned by your employer and achieve learning goals approved by your faculty adviser.
- Conduct yourself in an ethical and professional manner, acting as a positive representative of College of DuPage as outlined in the Student Code of Conduct (catalog).
- Complete a **minimum** of 75 hours for each one credit hour enrollment (e.g. 225 hours = 3 credit hours) during the internship assignment. It is your responsibility to pay for your academic credits.
- Notify the CEIP and your faculty adviser in a timely manner of any changes to the Learning Agreement or if any problems develop during the internship.
- Keep in contact with your faculty adviser; arrange to debrief with your faculty adviser; return forms to the CEIP.

Student Signature _____ Date _____

CEIP MANAGER (Final Signature):

- Review the student's eligibility for participating in an academic internship (GPA, prerequisites, etc.).
- Act as liaison between the student, the employer and the faculty adviser.
- Assist the student, employer and the faculty adviser in resolving problems.
- Receive the original copies of all required forms and archive forms for a period of three years.

CEIP Program
Manager Signature _____ Date _____

Student is responsible for completing this form and retrieving signatures. Once your final version is complete, make three copies. Retain one copy and provide copies to your faculty adviser and site supervisor. Submit the original signed agreement to Laura Lerdal in the Culinary & Hospitality Center before the internship begins.

Student Name _____ Date _____

Employer Name _____ Supervisor Name _____

To be completed within two weeks of the starting date of the co-op/internship experience.

Rate your current skill level. Work to improve these important employment skills during your internship.

Communication Skills	Skill Level	Self Management Skills	Skill Level
<i>Examples: Demonstrate oral communication skills required; write clearly and concisely; be willing to speak up, communicate information, and ask for clarification; listen to feedback and act to improve.</i>	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor	<i>Examples: Produce high-quality, error-free work; adapt strategy when current approach is not effective; use good judgment and establish priorities; give attention to time management, attendance and punctuality.</i>	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor
Problem Solving/Decision Making Skills	Skill Level	Leadership/Initiative Skills	Skill Level
<i>Examples: Analyze situations and take appropriate action; offer creative solutions to problems; collect and analyze information to do a task and establish a course of action in a timely manner; resolve problems within appropriate time frame.</i>	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor	<i>Examples: Seek opportunities to learn; take appropriate action to get the job done; complete work despite obstacles; set goals and follow up.</i>	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor
Teamwork Skills	Skill Level	Technical Skills	Skill Level
<i>Examples: Make a positive impact on work team by establishing rapport and credibility; share information and resources with others; pitch in to help co-workers; be willing to put in extra time and effort to get the job done.</i>	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor	<i>Examples: Possess the technical skills required for the position; be willing to enhance technical skills; use technology appropriately to perform work effectively.</i>	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor

Student Signature _____

Supervisor Signature _____

The site supervisor is encouraged to contact the faculty adviser or program manager to discuss progress.

Clear Form

Student is responsible for completing this form and retrieving signatures. Once your final version is complete, make three copies. Retain one copy and provide copies to your faculty adviser and site supervisor. Submit the original signed agreement to the Career Services Center (SSC 3258) at the conclusion of your internship.

Student Name _____ Date _____

Supervisor Name _____ Faculty Adviser Name _____

To be completed at the end of the current co-op/internship experience. Arrange a debriefing meeting with your supervisor and faculty adviser.

Communication Skills	Skill Level	Self Management Skills	Skill Level
Examples: Demonstrate oral communication skills required; write clearly and concisely; be willing to speak up, communicate information, and ask for clarification; listen to feedback and act to improve.	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor	Examples: Produce high-quality, error-free work; adapt strategy when current approach is not effective; use good judgment and establish priorities; give attention to time management, attendance and punctuality.	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor
Problem Solving/Decision Making Skills	Skill Level	Leadership/Initiative Skills	Skill Level
Examples: Analyze situations and take appropriate action; offer creative solutions to problems; collect and analyze information to do a task and establish a course of action in a timely manner; resolve problems within appropriate time frame.	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor	Examples: Seek opportunities to learn; take appropriate action to get the job done; complete work despite obstacles; set goals and follow up.	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor
Teamwork Skills	Skill Level	Technical Skills	Skill Level
Examples: Make a positive impact on work team by establishing rapport and credibility; share information and resources with others; pitch in to help co-workers; be willing to put in extra time and effort to get the job done.	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor	Examples: Possess the technical skills required for the position; be willing to enhance technical skills; use technology appropriately to perform work effectively.	<input type="radio"/> Exceptional <input type="radio"/> High <input type="radio"/> Average <input type="radio"/> Limited <input type="radio"/> Poor

Please rate your skill level now that your work term has ended.

Did you achieve your learning goals? ☐ Very Much So ☐ For the Most Part ☐ Somewhat ☐ Only Slightly ☐ Not at All
 Did you meet performance expectations? ☐ Very Much So ☐ For the Most Part ☐ Somewhat ☐ Only Slightly ☐ Not at All
 Student overall rating of the experience ☐ Excellent ☐ Very Good ☐ Average ☐ Fair ☐ Poor

Student Signature and E-mail: _____

Faculty Adviser Feedback:

Did this student meet learning goals? ☐ Very Much So ☒ For the Most Part ☐ Somewhat ☐ Only Slightly ☐ Not at All

Comments:

Faculty Signature: _____ Date: _____

Student is responsible for sharing this form with their site supervisor at least one week prior to the internship ending. Please make 3 copies of the completed form. Student will be required to turn in signed forms to the Career Services Center within one week of the internship term ending.

Student Name _____ **Date** _____

Employer Name _____ **Supervisor Name** _____

Please assess the student-intern's level of improvement and overall skill level at the end of the co-op/internship experience. This form will be returned to the faculty adviser or co-op/internship staff by the student. You are encouraged to contact the faculty adviser to discuss directly.

Communication/ Teamwork Skills	Strongly Agree	Agree	Disagree	Strongly Disagree
Demonstrates appropriate oral and written communication skills				
Seeks clarification on assigned tasks when needed				
Acts professionally and manages stress well				
Communicates ideas and contributes to the team well				
Makes a positive impact on the team				
Collaborates with team members				
Comments:				
Critical Thinking/Problem Solving	Strongly Agree	Agree	Disagree	Strongly Disagree
Demonstrates an action plan to complete assigned tasks				
Communicates potential solutions in an effective and timely manner				
Comments:				
Leadership/Professionalism	Strongly Agree	Agree	Disagree	Strongly Disagree
Takes initiative and volunteers for new tasks				
Maintains a professional manner when interacting with colleagues and consumers				
Manages time well and gets the job done in a timely manner				
Sets appropriate goals and accomplishes target goals				
Accepts performance feedback in a professional manner				
Comments:				
Technical Skills	Strongly Agree	Agree	Disagree	Strongly Disagree
Demonstrates the appropriate technical skills for this position				
Uses technology appropriately to complete tasks				
Comments:				