

EMPLOYEE/EMPLOYER EXPECTATIONS: Department of Information Technology

Purpose of this document is to facilitate a conversation about Internship/Co-op between faculty, advisor, employer and student. This form is generic and can be altered for the job.

Name of Student: _____ Name of Employer/Supervisor: _____

Beginning Date: _____ Organization's Name: _____

Ending Date: _____ Organization's Address: _____

Contact Information: _____

Signature/Date: _____ Signature/Date: _____

Faculty Advisor: _____ Faculty Advisor Signature/Date: _____

Prior to the start of the work experience: Select at least four (4) areas below to concentrate and document the Planned Hours.

At the completion of the work experience: Document the Actual Hours and complete the Performance Rating (Separate copies to be completed by both Employer & Student). Note: Employer Performance rating is used for student assessment ONLY and NOT grading. Student rating is for self-assessment.

AREA OF LEARNING	LEARNING EXPECTATIONS	SKILLS DEMONSTRATED / LEARNING OUTCOME(S)	ACTIVITIES / LEARNING IMPLEMENTATION(S)	PLANNED HOURS	ACTUAL HOURS	PERFORMANCE RATING (RATE USING 5 AS HIGHEST)	
						EMPLOYER	STUDENT
All Tracks	Personal Growth	Develop a sense of the expectations when working in a corporation. Demonstrate social awareness, respect for privacy and responsible conduct.	Involve student in appropriate meetings, conference calls and introduce students to fellow employees.			1 2 3 4 5	1 2 3 4 5
All Tracks	Develop Time Management Skills	Manage multiple projects and/or assignments. Budget time effectively to complete all work proficiently and on time.	Provide student with due dates for all assignments and hold accountable.			1 2 3 4 5	1 2 3 4 5
All Tracks	Communication Skills	Develop written and verbal communications skills. Read and interpret technical information. Listen effectively. Function effectively as a member of a team to accomplish common goals.	Provide student with opportunity to write memos & other documents and contribute in meetings. Pull data from various groups within the company to successfully complete a project. Communicate and obtain data from various organizations within a company, as necessary, to complete a project			1 2 3 4 5	1 2 3 4 5

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Computer Related Activities	Develop Technical Skills	Critical Thinking, Problem Solving, & Theoretical Foundations	Provide student with opportunity to develop and/or write programming code, documentation, transition software from development to production, or provide customer support.			1 2 3 4 5	1 2 3 4 5
Technical Support Activities	Develop Technical Skills	Critical Thinking, Problem Solving, & Theoretical Foundations	Provide student with opportunity to install various hardware/software/networking equipment, troubleshoot and/or repair hardware, computer set-up, hardware/software inventory, equipment assembly, or support services (Help Desk) tasks and/or prioritization, assist in trouble shooting.			1 2 3 4 5	1 2 3 4 5
		Employer may add Applicable Duties as needed				1 2 3 4 5	1 2 3 4 5
		Employer may add Applicable Duties as needed				1 2 3 4 5	1 2 3 4 5

ADDITIONAL COMMENTS:
