EAST-WEST UNIVERSITY
POLICY AND PROCEDURE
COOPERATIVE EDUCATION FORMS

PLEASE REVIEW THIS INFORMATION CAREFULLY. ALL DOCUMENTATION MUST BE COMPLETE TO RECEIVE CREDIT FOR CP 300 AND CP 301

STUDENT INFORMATION FORM

Please print or type all information

Date _____________

Student Name ____________________________________________

Address __________________________________________________

City __________________ State ___________ Zip ____________

Phone ______________ <daytime ___________<evening _________<cell

E-mail ____________________________________________________

Present Position __________________________________________

Location of Internship

Organization Name________________________________________

Company

Address __________________________________________________

City __________________ State ___________ Zip ____________

Phone ______________

Internship Field

Administrator ______________________________________________

Position/Title ______________________________________________

Student intern: Keep one copy for your files. Return original to Dr. Carolyn Stevenson, EWU internship coordinator, Room E404, or e-mail at carolyns@eastwest.edu.
WRITTEN REQUIREMENTS  
INTERNSHIP

Part I. Reflective Journal/Log

Interns will keep a reflective journal/log that reflects the amount of time and type of activity performed. **A TOTAL AMOUNT OF 100 HOURS OF DOCUMENTED INTERNSHIP WORK IS REQUIRED PER QUARTER.** For each entry, include the following:

- Date
- Amount of time spent on activity
- Description of the activity
- Personal thoughts, reflective comments

**EVALUATION:** The reflective journal will be collected and reviewed by the coordinator twice: once after week 5, the other after week 11. Total points for the journal/log: Weight: 30% of grade

Part II. Professional Development Paper

One of the main goals of the internship is to provide students with hands-on professional experience. Interns MUST complete a 4-6 page paper that includes the following sections:

Describe your professional interests and goals.
Discuss your professional experience.
Talk about your reasons for pursuing your major field of study.
Where do you see yourself in 5 years?
List and describe issues you have passion for.
Describe how your internship experience relates to your career goals.
What have you learned about yourself and the position?
Include a copy of your most recent resume.

*Weight: 45% of grade.*
**INTERNSHIP JOB RESPONSIBILITIES**

*INCLUDE A JOB DESCRIPTION FROM YOUR INTERNSHIP SUPERVISOR DESCRIBING THE NATURE OF YOUR WORK AND JOB RESPONSIBILITIES*

**Monitoring the Internship Experience**

During the internship, the coordinator may schedule individual meetings at the internship site or at the College. The meetings may involve the student, site administrator, and/or the internship coordinator.

Visits to the internship site by the internship coordinator may be made when necessary. The internship coordinator will contact the field supervisor periodically to determine the progress of the student. Feedback from these conferences will serve as formative evaluation information to confirm whether the student is performing in a satisfactory manner and/or indicate areas for improvement.

YOU should contact the internship coordinator if, for any reason during your internship, you cannot complete your tasks. The internship experience provides practice in assisting with administrative responsibilities with the help and guidance of a field administrator and an internship coordinator. *Do not hesitate to ask for help if you need it!* Your EWU internship coordinator is:

**Dr. Carolyn Stevenson**  
Phone: (312) 939-0111  
E-mail: carolyns@eastwest.edu  
Mail may be placed in my 3rd floor mailbox.

The student should schedule an appointment with the field supervisor to discuss the type of experiences proposed above. The field supervisor will suggest potential tasks to be conducted by the student during the internship period. Attached is a list of specific responsibilities to be carried out by the intern.

The administrative tasks are translated into objectives and activities by the student and recorded on the contract form (See attached). This form is submitted to the field administrator and internship coordinator for approval as indicated by their signatures and agreed to by the student.

*The Contract should include the following:*

a. The site location and the name of the administrator whom you will work with.

b. Specific objectives and related activities.

c. A plan (including a schedule) to achieve internship objectives.

d. Completion of the Contract Form

After your Contract form has been approved by your site administrator and internship coordinator, you are ready to implement the objectives of the contract.
Copies of the contract should be given to the field administrator, the Director of your major department and the internship coordinator. Keep a copy for yourself.

Given that unexpected situations can occur, be willing to be flexible in implementing your plan according to the proposed schedule, but try to complete your approved internship objectives. At the end of each day, record the events that occurred, both planned and unplanned, in a reflective journal/log. Provide space for each objective. Record the date and hours worked on a task under the title of the objective. Indicate why some activities were successful while others were not. Your coordinator will not penalize you for recording the latter.

This form serves as documentation of clinical hours and must be submitted as part of the requirements for completing the course. At the end of the internship, the reflective journal/log is to be submitted as part of your assessment and determination of final grade.

Assessment and Course Grades:

Midterm grades: Students must provide Dr. Carolyn Stevenson (carolyns@eastwest.edu) with documentation of work completed to date. This included the signed contract between student and employer and copies of the hours completed to date.

Final grades will be assigned based on completion of the following:

EMPLOYER EVALUATION: (Completed by the internship site supervisor and the course instructor). The field administrator, to indicate the extent to which you met the objectives of your approved plan, will complete the evaluation form. In a final conference, the field administrator may discuss the rationale for assigning his/her ratings of the various criteria indicated on the form. The internship coordinator will use the ratings to determine the final grade. Weight: 25%

REFLECTIVE JOURNAL/LOG: Weight 30% (15% at MT; 15% at final) of grade; Due week 5 and week 10.

PROFESSIONAL DEVELOPMENT PAPER: 45% of grade; Due week ten.

THE REFLECTIVE JOURNAL MUST BE COMPLETED DUE WEEK 5. This will serve as a partial assessment for the mid-term grade. Additionally, the internship coordinator will meet with the site administrator to discuss the student’s progress. The same holds true for assigning the final grade. The internship coordinator must receive the professional development paper no later than week 10.
Potential IBHE Stipend

East-West University does not offer payment for Cooperative Education experiences. However, a stipend from a grant sponsored by the Illinois Board of Higher Education may be available for eligible students. Equitable distribution of stipends are based on funds available.

Eligibility requirements:

Students need to check with the Financial Aid director regarding eligibility for any potential stipend. Requirements include, but are not limited to:

- Meet eligibility requirements under Federal work study
- Be a U.S. citizen or have a work visa (or be able to legally work in the United States)
- Full-time student
- Currently enrolled in the University
- Currently have a GPA of 2.5 or higher
- Enrolled in CP 300 or CP 301

Academic Requirements:

All academic requirements required for CP 300 or CP 301 MUST be completed prior to receipt of any potential stipend available for eligible students under the IBHE Cooperative Education Grant (if grant money is available).

Students must have completed and documented the following by the last day of the term enrolled (week 11):

- Signed contract
  *Contract should include the following:*
  a. The site location and the name of the administrator whom you will work with.
  b. Specific objectives and related activities.
  c. A plan (including a schedule) to achieve internship objectives.
  d. Completion of the Contract Form

- Documentation of 100 hours of service.
- Employer evaluation.
- Professional development paper

All academic paperwork needs to be submitted to Dr. Carolyn Stevenson (carolyns@eastwest.edu) Office Room 410 West Building.
**Required administrative paperwork (must be completed by week 10 of the term enrolled in CP 300 or CP 301):**

Students MUST see Carolyn Fowlkes, Assistant to the Chancellor (8th Floor West Building) by WEEK 10 of the term enrolled in CP 300 or CP 301 to complete required paperwork.

**NOTE:** If the paperwork is completed and on file with Carolyn Fowlkes by the end of Week 11, the stipend will not be issued. Additionally, all required academic paperwork MUST be submitted to Dr. Carolyn Stevenson by the end of term (week 11).
EAST-WEST UNIVERSITY
INTERNSHIP FORMS

INTERNSHIIP CONTRACT

Please print or type all information.

STUDENT NAME__________________________________________

SITE ADMINISTRATOR_____________________________________

OBJECTIVES and DESCRIPTION OF ACTIVITIES
(WRITE ANY ADDITIONAL OBJECTIVES WITH DESCRIPTIONS ON THE BACK OF THIS FORM)

1.

2.

3.

4.

5.

6.

7.

Site Administrator:________________________________________Date:____________

Signature:_____________________________________________________________________

EWU Internship Coordinator:________________________________________Date:________

Signature:_____________________________________________________________________

Student Intern:________________________________________Date:____________

Signature:_____________________________________________________________________

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STUDENT INTERN EVALUATION FORM

SITE ADMINISTRATOR: Please complete the form below and mail in the attached stamped and addressed envelope. Mail to: Dr. Carolyn Stevenson, Assistant Professor, English and Communications, East-West University, 816 S. Michigan Ave. Chicago, IL 60605

Please circle the appropriate response.

1. The student completed tasks and objectives in a timely manner.
   Unacceptable  Poor  Fair  Good  Excellent

2. The student intern demonstrated a high level of professionalism.
   Unacceptable  Poor  Fair  Good  Excellent

3. The student demonstrated an understanding of the tasks assigned.
   Unacceptable  Poor  Fair  Good  Excellent

4. The student demonstrated growth and understanding in the field of _________________________________________
   Unacceptable  Poor  Fair  Good  Excellent

5. The student demonstrated good communication skills and worked well with other members of the organization.
   Unacceptable  Poor  Fair  Good  Excellent

6. The student intern reported to work in a timely manner.
   Unacceptable  Poor  Fair  Good  Excellent

ADDITIONAL COMMENTS:
(please place additional comments below and continue on back if needed)

Site Administrator: ________________________________ Date: __________________
Signature: ___________________________________________________________________
Photo Release Form

East-West University
816 S. Michigan Avenue
Chicago, IL 60605

Permission to Use Photograph

Subject: ____________________

Location: ___________________

I grant to East-West University, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize East-West University, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that East-West University may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Signature _________________________________

Printed name ______________________________

Organization Name (if applicable) ____________

Address __________________________________

Date _____________________________________

Signature, parent or guardian _______________________
(if under age 18)