

Tips for a Successful Work Experience

Report to work on time and strive for regular attendance habits. Personal appearance and punctuality are very important!

Show pride in your work and be prepared to account for it. A high level of self-esteem, strong motivation and personal development are attributes valued by employers.

Listen carefully to all instructions and follow them closely. If you have questions, it's OK to ask.

Think about the work you are doing. Be able and willing to recognize and define problems. Use the skills that you have learned in class to help meet your responsibilities.

Keep your learning objectives in mind.

Display enthusiasm. An enthusiastic attitude shows people that you like the work you are doing.

Demonstrate leadership skills. Help your co-workers whenever you can. Take the initiative.

Be a team player. Good interpersonal skills will make you a valued employee and earn you the respect of other co-workers.

Display a professional attitude. Be willing to accept criticism as a means of self-improvement. Listen to others who may have had experiences that will help you.

When challenges come up, use your problem solving skills. Try to resolve the problem, but know when to ask for help.

Avoid activities that distract you or others from your work, or that represent a questionable use of company property. Don't invite guests to work, or use the phone for personal calls, except in an emergency.

Respect your supervisors, co-workers and all the people you come in contact with on the job.

Statement of Ethical Conduct

We are pleased that you have decided to participate in the co-op/internship program. The College is committed to the principle that important learning can result from career related work experience. The following shall serve as a guideline of professional conduct for all students participating in the co-op/internship program.

Complete the appropriate number of hours at the worksite in order to earn academic credit

Abide by the regulations and policies of the employer

Report to work promptly and regularly and notify the employer at once if illness or an emergency prevents you from reporting to work

Strive to be fair, considerate, honest and trustworthy

Carry out all work assignments in a timely and competent manner

Strive continually to maintain, improve and acquire new skills and knowledge related to your chosen career field

Register for the appropriate number of credits in the program

Meet with your Faculty Advisor at least twice during the semester

Develop and submit to your faculty advisor a well planned series of learning objectives, in conjunction with your work supervisor

Immediately inform your Faculty Advisor or the Co-op Program Coordinator of any problems or changes in status at the work place

Submit bi-weekly tracking of objectives on a regular basis to your Faculty Advisor

Submit your final essay no later than the last week of class (unless granted an extension by the Faculty Advisor)

Have your work supervisor complete the Mid Term and Final Employer Evaluation Forms and bring to your Faculty Advisor

I understand that the grade in this course is subject to the satisfactory completion of all of the above