Registration Instructions
Orfalea College of Business Internship/Co-op Program

If you have already secured a position, whether part-time or full-time, which is directly related to your OCOB major/concentration, you may be able to receive 2–12 units per quarter. A total of 12 Co-op/Internship units can be applied towards your degree. Check with your Area Chair regarding concentration credit (if approved, credit is limited to 4 units). If you need assistance finding an Internship/Co-op, please come to Career Services for assistance. You will essentially be registering for an OCOB course, so the procedure outlined below must be completed in time to meet the add/drop deadline for the quarter(s) in which you will be doing your Co-op/Internship (credit is not available on a retroactive basis).

1. Complete the Internship/Co-op Contract and University Liability Statement, which are included in these course materials.
2. Have your employer sign the Internship/Co-op Contract.
3. Have your OCOB Area Chair sign the contract and determine the number of units to be applied. This includes the number of units approved for concentration electives.
4. Prior to the add deadline of the quarter of your placement, take the completed Internship/Co-op Contract and University Liability Statement to OCOB Advising Center (Building 3, Room 100), where you will be given the appropriate course and e-permit number.

REMINDER: Once registered, be sure to read the Student Handbook to become familiar with the course requirements. A section has also been included to assist you with transition to the workplace. Completing the following reports on time is a requirement of the placement. A late report will be penalized 5% for each week (or portion of a week) that it is late.

A. Progress Reports – Two progress reports will be submitted to the Orfalea College of Business Advising Center (per quarter of placement) by the dates indicated on your contract. Forms are word formatted and may be used as email attachments.
B. Final Report – One final report is to be completed by the student and submitted to the Advising Center by the date indicated on your contract.
C. Employer’s Report – One employer report to be completed by the supervisor and submitted to the Advising Center by the date indicated on your contract.

An email will be sent to your Cal Poly account to confirm receipt of each report.
INTERNSHIP/CO-OP PROGRAM:

The Internship/Co-op program in the Orfalea College of Business is designed to further the education of qualified students, in areas directly related to their major and career goals, by providing an opportunity for them to integrate formal classroom education with on-the-job experience in a professional environment. This program can have lasting benefits for participating students by allowing them to broaden their skills and relate theories and principles learned in the classroom to actual operations and practices.

The majority of students who participate in the Internship/Co-op program do so to gain practical experience, which becomes an integral part of their training in Business. Others are curious about career opportunities, and still others are trying to obtain an advantage in obtaining permanent employment. All of these reasons are understandable and legitimate motivations for an Internship/Co-op.

Companies participate in the Internship/Co-op program for a variety of reasons. Some firms view the Co-op/Internship program as a substitute for a formal, in-house training program. Others are simply anxious to get a ‘preview’ of our better students. Still others may find the program provides a good source of talent that can be used in filling temporary slots caused by vacations and/or sick leaves. All of these reasons are considered legitimate reasons for participation. Regardless of the reasons for participation, the firm is afforded the opportunity to participate with the College in the development of an outstanding educational program for good students.

Because the Internship/Co-op is part of the student’s education, there is no obligation on the part of the firm to offer the intern a permanent position upon graduation. Also, in the event an offer is extended to the intern, there is no obligation on the part of the student to accept.

In order for an Internship/Co-op program to be successful, every party to the agreement must be fully cognizant of their duties and obligations. For this reason, the Orfalea College of Business has established certain minimum qualifications for interns and recognizes certain moral and ethical considerations that become inherent responsibilities of any student admitted to the program.
EMPLOYER OBLIGATIONS
In consenting to serve as a corporate participant in the Internship/Co-op program, the employer should recognize the obligation to make the program a worthwhile educational experience for the intern. First and foremost, the employer must agree to provide employment experience commensurate with the skills, talents and aspirations of the intern.

Internships/Co-ops may be paid or unpaid. For those that are seeking paid, many employers may pay the intern a wage of up to 80 percent of what a full-time trainee would receive if that trainee were similarly employed. This is to help ensure that the intern’s talents are used by the employer, and also to provide financial support and encouragement to the intern. Other benefits such as insurance, workers’ compensation, etc., are not required forms of compensation and may be provided at the discretion of the employer.

While active as an intern, the student will be under the direct supervision of a corporate officer. Since the intern will assume the position of a temporary employee, it is expected that the intern will be subject to the same disciplinary action as company policy dictates for other temporary employees. If performance is determined to be unsatisfactory, the employer may, upon notification of the academic supervisor, discharge the intern.

For any off-campus educational experience to be properly conducted, it is necessary that evaluations be filed with the University. An evaluation template (or Employer Report) is provided online (http://www.cob.calpoly.edu/advising/internships/internshipco-op-guidelines-forms/). It is structured in a manner that will make the reporting quick and easy, and must be completed by the intern’s supervisor and returned by the date indicated on the student’s contract.

STUDENT RESPONSIBILITIES AND OBLIGATIONS
The Internship/Co-op program is open to all students in good standing who meet certain minimum qualifications. To qualify for a Internship/Co-op, a student should have a minimum grade point average of 2.50 and be a sophomore, junior or senior. Once the student has been accepted by the employer, the attached Internship/Co-op Contract will be drawn between the student, the employer, and the appropriate Orfalea College of Business Area Chair for the student's concentration. This form must be completed and returned to OCOB Advising Center before the add/drop deadline of the quarter, so you must plan ahead if you want to receive credits for your Internship/Co-op. We can only let students register for Internship/Co-op units during the quarter they are actually doing the Internship/Co-op—we cannot let you register in a later quarter!

To Begin - Once you have accepted an offer for a position, access internship materials and forms through this website. Get a written job description (or create a description of duties with the employer) and have the employer sign the Internship/Co-op Contract. Take this job description and the attached contract to your Area Chair for approval. In order to receive elective credit, you must receive approval on your contract from your Area Chair. In order to receive credit toward your concentration, you must receive an
additional approval in advance from your Area Chair. After receiving approval, take the Internship/Co-op Contract and Liability Statement to the OCOB Advising Center (Building 3, Room 100). After the contract has been verified, you will be notified of your e-permit number to register through your Cal Poly e-mail. Again, your contract and liability statement MUST be turned in before the add/drop deadline of the quarter you are working your Internship/Co-op (with original signatures). Students may earn between 2 and 12 units of Internship/Co-op per quarter (credit/no credit). The number of units will be based on the nature of the work assignment and the number of hours worked. The Area Chair will determine the number of units you may register for. The charts below indicate the number of units you can earn per quarter, based upon the number of hours worked during the quarter. You may always choose to register for LOWER than the number of allowed units; for example, you may be working 40 hours per week but choose to register for only 4 units. However, you may not register for HIGHER than the number of allowed units. Select your units carefully when you register as you cannot change them after the "ADD" date for that quarter.

### Business Administration, Economics and Industrial Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Units</th>
<th>Number of hours worked during quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 430</td>
<td>2 units</td>
<td>100 (10 hours per week x 10 weeks)</td>
</tr>
<tr>
<td>Bus 430</td>
<td>4 units</td>
<td>200 (20 hours per week x 10 weeks)</td>
</tr>
<tr>
<td>Bus 430</td>
<td>6 units</td>
<td>300 (30 hours per week x 10 weeks)</td>
</tr>
<tr>
<td>Bus 430</td>
<td>12 units</td>
<td>400 (40 hours per week x 10 weeks)</td>
</tr>
</tbody>
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### Student Progress Reports

During the course of the Internship/Co-op, the student will be expected to send the two monthly reports to the Orfalea College of Business Advising Center. The student may send the Progress Report as an email attachment to cobadvis@calpoly.edu. (see the Progress Report form for additional contact information). These reports are due on the dates you indicated on your contract. The advising center will send a message to your Cal Poly email indicating receipt of your report. If you do not receive this message within 10 days of sending your report, you should assume that the report was not received and contact the Advising Center. Reports will be accepted up to 8 weeks after your due date (with appropriate late points assigned). Reports will not be accepted after that time.

### Final Report

You must send your Final Report to the OCOB Advising Center at the conclusion of your work assignment. One Final Report is due at the end of your work assignment regardless of the number of quarters of your placement. Acceptable papers are usually no shorter than five typed double-spaced pages, and meet the usual college standards for spelling, punctuation, and grammar. Make sure you keep a copy of this report for yourself. Submit your report to the Advising Center by the date indicated on your contract. Summer quarter is included as a regular working quarter. The advising center will send a message to your Cal Poly email indicating receipt of your report. If you do not receive this message within 10 days of sending your report, you should assume that
the report was not received and contact the Advising Center. Reports will be accepted up to 8 weeks after your due date (with appropriate late points assigned). Reports will not be accepted after that time. Five percent of the final report points will be deducted for each week (or fraction thereof) that this paper is late.

Please check to make sure both your Final Report and your Employer's Report have been received. Then, check your Poly Profile every two weeks until your grade is changed and call the Advising Center if there is an unreasonable delay. It is your responsibility to make sure the process is completed! If you do not follow the above steps, you will likely earn a "no credit" for your Internship/Coop.

These Internship/Co-op classes demand the same academic standards as any other business class. Please adhere to the following guidelines to complete your final report: Please do NOT include heavy report covers or binders. Incorporate the following items in your report:

- An unnumbered title page including the following information in the order listed:
  
  Report Title
  INTERNSHIP/CO-OP FINAL REPORT
  Your Name
  Empl ID
  Major
  Employer
  Supervisor’s Name
  Work Assignment Quarters
  Date Submitted
  In partial fulfillment of requirements for:
    (Course Number)

- Briefly outline your activities during the entire Internship/Co-op.
- Summarize the way those experiences relate to your academic program using course concepts from your business/economics/industrial technology classes (you may use information from your Progress Reports to assist you). This section should be at least one page in length.
- Discuss any problems you encountered, and details on how you handled/resolved those problems.
- Discuss how this experience has helped clarify your career goals.
- Explain what you would do differently if you had it to do over again.
- In considering your total Internship/Co-op, what activity or responsibility was most rewarding or valuable? Which was least rewarding?
- Would you recommend your employer to another student considering an Internship/Co-op? Why or why not?
- Do you feel that the Internship/Co-op provided you with experience beneficial to your overall education program?
- Indicate the letter grade (A-F) which, in your opinion, best provides an overall evaluation of your performance in this internship.
Employer’s Report (your evaluation)
Your supervisor needs to complete the Employer’s Report at the end of the placement (using the Employer Report form) by the date indicated on your contract. It should be given to you in a sealed envelope which you submit to the Orfalea College of Business Advising Center. If your work assignment is for more than one quarter, only one employer report is due at the end of the work assignment. Submit the report to the Advising Center no later than Friday of the second week of the quarter following completion of the Internship/Co-op.

Grading
Students will receive a grade of RP (Report in Progress) at the end of the quarter, which will subsequently change to Credit/No Credit upon completion of the final report and submission of the employer’s evaluation. Grading will comprise of the following:

- Monthly Reports 15% (7.5% each)
- Final Report 40%
- Employer’s Report 45%

All reports MUST be submitted in a timely fashion. Five percent will be deducted for each week that any report is late. Summer quarter is considered a working quarter, so each week of summer quarter will involve the same weekly late penalty as any other quarter.

Withdrawal
As a representative of the student body of CAL POLY to the business community, the student is expected to act in an exemplary fashion while serving as a Co-op/Intern. Since Coop/Interns are entrusted with positions of responsibility within the cooperating employer’s firm, it is expected that all Co-op/Interns will complete the full term of their agreed Internship/Co-op. Except for unusual circumstances, withdrawal from the Internship/Co-op program at any time prior to the completion of the contract period will result in an automatic grade of fail for the number of credits initially requested.

TRANSITION TO THE WORKPLACE

Introduction
Your work assignment may be your first introduction to the professional work environment. It is the beginning of a career, which could span four to five decades, and it is important for you to maximize your Co-op/Internship experience. This portion of your “going away package” will assist you in making the transition from college student to a paid professional.

Role of the Student:
• Meet all academic requirements of the Internship/Co-op program.
• Represent Cal Poly in a professional manner.
• Gain professional skills and knowledge not available in the classroom or in textbooks.
• Experience and apply classroom knowledge in an actual work environment.
• Make professional contacts.
• Develop and demonstrate the best work skills possible.

Make Your Work Assignment Work for You

- Keep a calendar, journal or daily planner of activities, projects and/or assignments for your personal use.
- Follow through to completion any project or portions of projects assigned to you. If you determine that your assigned project is going to be delayed for reasons beyond your control, notify your supervisor immediately. Be cautious not to make excuses – state only facts – the result could be a possible revision of due date or additional assistance to meet the time frame deadline.
- Support company policies. Make sure you consistently carry out company policy, including safety rules. If you disagree or find fault with policy, it is strongly advised you keep those opinions to yourself. If you find they go against your values or morals, you have a difficult decision to make, and you may want to contact your area chair.
- Demonstrate loyalty and belief in the company, product and/or services. All employers expect your loyalty. It is advised not to talk about or discuss competitors in comparative terms. Do not point out what you perceive to be a weakness or fault of your employer or products unless you are directly requested to discuss such matters by your supervisor.
- Be positive. Approach every task, person and event with the attitude of acceptance, be open minded and willing to see a task through to completion. Be “for” things as opposed to “against” them.
- Show genuine interest. Ask questions and make comments. Demonstrate to your supervisor that the activity or project you are doing is worthwhile and that you care about the process and outcome.
- Find ways to measure your progress. Nothing impresses a supervisor more than demonstrated success.
- Listen and follow instructions. Look directly at the person giving you the assignment. Take notes. Wait until the instructions are finished and repeat back in brief form to make certain you understand. Ask for clarification if any points seem unclear to you.
- Adapt. Do not resist change. Take new projects with a positive attitude. Adjust to new situations, shift priorities without resistance. Remember, you are the employee.
- Attempt to have perfect attendance including being on time (no matter what the hours). Promptness is noted and appreciated by management. Manage your time. Set your alarm early, allow for traffic, parking snags and other things that might cause delays. It is always preferable to arrive early than risk being late.
✓ General tips:
  • Be courteous. Treat all employees with respect. Use “thank you” and “please.”
  • Do not display insubordination.
  • Do not leave the job during work hours without permission.
  • Dress appropriately.
  • Refrain from unethical or illegal activities.
  • Do not use company resources (phone, computer, supplies, etc.) for personal use.