

ECSC CPT ASSIGNMENT COURSE WORK REPORT FOR CLASS CREDIT

INDUSTRIAL PRACTICE PROGRAMS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
ENGINEERING AND COMPUTER SCIENCE COMPLEX, SOUTH, SUITE 2.502
THE UNIVERSITY OF TEXAS AT DALLAS

Students are required to submit a Work Report to satisfy the ECSC course requirement. Failure to submit a Work Report by the deadline will result in a failing grade in the course, dismissal from the Jonsson School IP Programs and loss of future privileges to accept an internship through the Curricular Practical Training Program.

The purpose of this requirement is to assure that students receive the greatest possible educational value from the work experience. In preparation for the 4-part report students must evaluate their position, apply applications of principles learned in the classroom, and in general, think clearly and objectively about the work experience.

1. Cover Sheet- Complete all data on the form
2. Performance Appraisal Form (Supervisor)-have your immediate supervisor complete the Performance Appraisal Form and return it to you.
3. Performance Appraisal Form (Student) -complete the Student Self-Evaluation Form.
4. Narrative—in composing the Narrative, you need not restate your position description from the cover sheet. The narrative should be a detailed report of the IPP experience, rather than a generalized discussion. It is academic dishonesty if you copy a narrative from one semester to another. A new Narrative must be written for each IPP work period.

All reports should be typed. Reports, which are incomplete, grammatically incorrect, or unsatisfactory must be rewritten, completed, and resubmitted for approval.

THE NARRATIVE

The Narrative is a 4-6 page, double-spaced, typed paper summarizing the work experience. Use only one side of 8 ½” by 11” paper. Care should be taken to organize the Narrative. Proper headings should be used at the beginning and for the main and sub-divisions.

***The first Narrative written for a new IPP assignment should contain an Activity Description and an Analysis Section. The suggested contents of each of these sections are listed below and you should incorporate topics you select into a narrative essay format.**

***Other formats such as bulleted outlines or Q/A briefings are not acceptable, graphic images are acceptable as an addition to the 4-6 page narrative:**

Activity Description:	What projects did you work on? What were your project responsibilities? How did you solve the problems?	What were the objectives of these projects? What problems did you encounter? What did you do to complete your responsibilities?
Analysis Section:	What did you learn? How did the projects and responsibilities relate to theory learned in the classroom? How will the experience help you back in classes? On your next assignment? After you graduate? As a professional? What might you have done to improve your performance on this assignment?	

****If this is your second or a subsequent assignment with the same department and the same organization, your Narrative should NOT repeat content from previous report. It may deal with topics such as these:**

- | | |
|---|--------------------------------|
| A. A special project you have been active in | L. Professional ethics |
| B. The impact of new technology | M. Authority |
| C. The history of the company or organization and its place
in industry, business, or government | N. Cultural influences |
| D. Type of organization and company policies | O. Industry Trends/Competitors |
| E. The work of your department and how it contributes to the firm | P. Supervision |
| F. Methods employed to build efficiency and morale | Q. Success and failure |
| G. Administrative decision making | R. Leadership |
| H. Employer-Employee relations | S. Communication |
| I. Problem solving techniques | T. Attitudes |
| J. Human resources and their utilization | U. Financial resources |
| K. Conformity | V. Organization |
| | W. Discipline |

*****If this is your third or more subsequent assignment with the same department and the same organization, you are required to make a personal PowerPoint presentation with IPP staff, using topics as mentioned above.**

Please contact your internship coordinator to schedule a presentation time.

For all reports:

You must be sure that you have permission to use company materials. If there is any doubt on this point, you should consult with your supervisor. If by chance the materials are of a confidential nature, arrangements should be made to have your employer evaluate your report.

Students using information garnered from company homepages, corporate annual reports, or other company literature, as part of their narrative, must cite the source of the material.

Illustrations, drawings, photos, samples, etc. are especially helpful in making a report. Whenever used, they should be placed in an appendix at the end of the report. You should be careful to properly indicate the source of all such material.

But, illustrations, drawings, photos, etc. do not count toward the minimum number of pages required for the narrative.

The disposition of your report will interest you. **Please ask your site supervisor to review the Report prior to submitting it.** It will be read by the Jonsson School IPP staff and may be shared with faculty in your academic department. The Performance Appraisal Form will be kept as part of your permanent record.

Students are responsible for composing their own narratives. If multiple students are in the same department of the same company and are working on a common project they may REQUEST to submit a composite narrative. This request must be approved prior to submitting the composite narrative. The composite narrative should have a minimum **four** pages of descriptive material and each student should compose a minimum **two** page separate analysis section. Each student will individually submit a narrative composed of the composite description and the individual analysis for a minimum of **six** pages.

**COVER SHEET - WORK REPORT PACKET
INDUSTRIAL PRACTICE PROGRAMS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
THE UNIVERSITY OF TEXAS AT DALLAS**

PLEASE TYPE OR PRINT CLEARLY

INTERNSHIP SEMESTER/YEAR: _____

STUDENT NAME: _____

UTD 10-DIGIT ID NUMBE: _____

CURRENT IPP COMPANY: _____

IS THIS CONTINUING ASSIGNMENT WITH THE SAME EMPLOYER: NO / YES

COMPANY ADDRESS: _____

DEPARTMENT/DIVISION: _____

HOURS PER WEEK: _____ **HOURLY SALARY: \$** _____

MY NEXT IPP ASSIGNMENT WILL BE: SPRING SUMMER FALL **YEAR:**

FUTURE IPP EMPLOYER: _____

ANTICIPATED GRADUATION DATE: _____

DESCRIPTION OF THE ORGANIZATION (SIZE, TYPE, PRODUCT OR SERVICE, ETC.):

POSITION DESCRIPTION (DUTIES AND RESPONSIBILITIES, ETC.):

PERFORMANCE APPRAISAL FORM (Supervisor)
WORK REPORT PACKET - INDUSTRIAL PRACTICE PROGRAMS
ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
THE UNIVERSITY OF TEXAS AT DALLAS
PLEASE TYPE OR PRINT CLEARLY

STUDENT NAME: _____

COMPANY: _____

POSITION TITLE: _____ HOURS PER WEEK: _____

INSTRUCTIONS: The immediate supervisor is asked to evaluate the student objectively, comparing him or her with other students of comparable academic records, with other personnel assigned to the same or similarly classified positions, or with corporate standards.

Evaluation Criteria							Comments Please use the back side of this form or an additional sheet of paper if needed.
	EXCEPTIONAL	VERY GOOD	AVERAGE	MARGINAL	UNACCEPTABLE	NONAPPLICABLE	
RELATIONS WITH OTHERS							
JUDGMENT							
ABILITY TO LEARN							
COMMUNICATION SKILLS							
TECHNICAL SKILLS							
TEAMWORK SKILLS							
DEPENDABILITY							
QUALITY OF WORK							
QUANTITY OF WORK							
EDUCATIONAL PREPARATION FOR THE ASSIGNMENT							
POTENTIAL FOR GREATER RESPONSIBILITY							
OVERALL PERFORMANCE							
COMPARISON WITH STUDENTS AT THE SAME DEGREE LEVEL FROM OTHER INSTITUTIONS							
ATTENDANCE: REGULAR IRREGULAR				PUNCTUALITY: REGULAR IRREGULAR			

This report has been discussed with this student: Yes ___ No ___

PLEASE NOTE: *All students have the right to review these and all documents released by the employer, supervisor or agent of the employer in accordance with the Federal and State of Texas Public Information Act.*

Will this student be continuing this IPP position? Yes ___ Starting Date: _____ No ___

If continuing in the IPP position, the salary for the next work assignment is _____/hour.

This is for current reference only. Please issue offer letter if student is to receive new/continuing offer

PRINTED NAME, SITE SUPERVISOR: _____

TITLE, SITE SUPERVISOR: _____

PHONE NUMBER, SITE SUPERVISOR: _____

E-MAIL ADDRESS, SITE SUPERVISOR: _____

SIGNATURE, SITE SUPERVISOR: _____ DATE: _____

Performance Appraisal Form (Student)
Work Report Packet - Industrial Practice Programs
Erik Jonsson School of Engineering and Computer Science
The University of Texas at Dallas

It is very important that you evaluate your experience honestly, including both positive and negative impressions. Your responses will be regarded as confidential and will help us determine whether changes need to be made for subsequent IPP work assignment. Please place a check mark in any or all of the evaluation options. Write any additional comments in the section below.

EVALUATION CRITERIA							
<u>The Work</u>		Always	Very Often	Sometimes	Rarely	Never	
1.	Is the work related to your major?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Did you receive an assignment that's challenging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Do you enjoy the work you performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Is the work you are doing important to your employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Did this position fulfill your expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Supervision</u>		Always	Very Often	Sometimes	Rarely	Never	
1.	Was your supervisor available to assist or train you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Did your supervisor explain what was expected of you in your position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Did your supervisor give you ongoing feedback about your performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>The Organization</u>		Really Well		Average		Not at All	
1.	How much do you like being affiliated with this Employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Were you provided with the necessary equipment/supplies to perform your job?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Somewhat <input type="checkbox"/>	Don't Know <input type="checkbox"/>
3.	Does your employer value your work?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Experience</u>		Great	Very Good	Good	Disappointing	Unacceptable	
1.	Overall, how would you rate this work experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are you learning aspects of your major/career field that relate to your academic pursuits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Comments							
Yes <input type="checkbox"/>	No <input type="checkbox"/>	I give the IPP Staff members permission to share my comments for publicity purposes, including use in brochures and websites.					
Student Signature: _____				Date: _____			