

IT 191

Supervised Work Experience



**Industrial
Technology**



**Industrial
Distribution**

**Purdue University
West Lafayette, Indiana**

Table of Contents

What is IT 191 Supervised Work Experience?	1
When is the Supervised Work Experience Course Offered?	1
How Does the Supervised Work Experience Course Differ From the Cooperative Program?.....	1
What are the Requirements and Procedures?.....	2
Summary of Requirements and Procedures?	3
How Should You Interact With Your Employer?.....	4
How Are Job Priorities Established?	4
Your Relationships With Associates and Outsiders?.....	4
On the Job	5
Submission Forms	
Intention to Enroll	7
Confirmation of Employment	9
Student's Verification of Policies	11
Weekly Log Report.....	13
Performance Appraisal.....	15

What is IT 191 Supervised Work Experience?

IT 191 Supervised Work Experience provides work experience in an industry under the direction of a supervisor and directed toward providing background and orientation, rather than depth in a particular specialty. Craft, technical, industrial, and participation in the conduct of industrial training programs are typical examples of acceptable experiences. Consent of the department is required to participate.

When is the Supervised Work Experience Course Offered?

IT 191 is offered mainly during the summer months. A student may participate during three sessions, for a maximum of 9 credits (3 per session), but only with the consent of the department.

How Does the Supervised Work Experience Course Differ From the Cooperative Program?

Supervised Work Experience

- Offered mainly during summer session
- No minimum grade index to participate
- May participate one to three times for a total of 9 credits
- Does not extend college time (if internship is done during summer session)
- Student must locate and secure industrial job
- May work with a different firm each time if desired
- Minimum wage frequently paid
- Not given as much responsibility on the job
- No student work plan to follow
- No minimum grade index to continue participation
- Must complete a minimum of 320 hours per session

Cooperative Program

- Rotate work periods among summer, fall, and spring
- Must have a minimum of 2.50 grade index to participate
- Must participate in a minimum of four work periods with a fifth recommended; 1 credit for each of four work periods, 2 credits for fifth
- Does extend college time
- Coordinator helps student locate industrial job and secure interview
- Must stay with the same firm for the duration of the program
- Much higher than minimum wage paid
- Given much responsibility on the job
- Coordinated work plan for student to follow for each work period
- Must maintain 2.50 grade index to remain in program and continue to work for firm
- Typically works a normal 40-hour week for the duration of the semester

What are the Requirements and Procedures?

1. Prepare an Intention to Enroll form and obtain your advisor's signature.
2. Obtain tentative approval for your plans from the IT 191 coordinator.
3. When an acceptable position has been obtained, have your employer complete the Confirmation of Employment form and return it to the IT 191 coordinator. You will be notified whether or not the employment is approved for IT 191 credit.
4. After your position has been approved for IT 191 credit, complete the Student's Verification of Policies form and return it to the IT 191 coordinator.
5. Each Saturday during the work session, complete the Weekly Log Report for the week's activities and mail it (through e-mail or U.S. mail) to the IT 191 coordinator. The report should cover the following points.
 - a. A description of work experiences and duties performed during the week
 - b. The number of hours involved in each type of activity and the total number of hours worked during the week
 - c. A discussion of significant interpersonal relationships with supervisors and fellow workers
 - d. A listing of significant problems encountered, along with their actual or proposed solutions
 - e. Any additional comments which should reach the IT 191 coordinator

This report **must** be postmarked no later than Tuesday of the following week.
6. During the session, collect information on the employing firm and prepare a typed narrative report summarizing the work experience, covering at least the following specific areas.
 - a. Corporate structure and relationship of your plant to the overall structure
 - b. Product line(s) at your plant and the corporation
 - c. Organization charts of your plant and the department(s) in which you work
 - d. An analytical description of the firm in terms of the following functional areas
 - (1) Research and development
 - (2) Purchasing
 - (3) Production
 - (4) Quality control

- (5) Marketing
 - (6) Finance
 - (7) Personnel administration
 - (8) Management
- e. A general review of the operating procedures of your job(s) and the way your job relates to the overall functioning of the firm
- f. A summary of your experience and an evaluation of the contribution of those experiences to your professional development. The report should include approximately 20 to 30 pages carefully, prepared and well-organized, and a table of contents, following the outline above. The paper is due in the office of the IT 191 coordinator by noon of the first day of classes in the semester following your work experience.
7. Before you leave your employment, have your employer complete the Performance Appraisal form and return it to the IT 191 coordinator.
8. Participate in the IT 191 seminar, 6:30-9:00 p.m., Wednesday evening of the second week of classes in the semester following your work experience. The location will be announced later. Be prepared to give a 10-minute overview of your experiences and answer questions about your employment. This gives each participant in the program an opportunity to acquire at least a degree of understanding of the activities of the total group.

Summary of Requirements and Procedures

Before the 3 semester hours of credit will be granted for participation in IT 191, the student must have met the conditions outlined above.

- A minimum of 320 hours on an approved job
- Completion of all weekly log reports in a satisfactory manner and by the deadlines indicated
- A satisfactory evaluation of the work by the employer
- Effective participation in the seminar

The list of students who are to receive credit will be prepared and submitted to the Office of the Registrar. Credit for IT 191 will appear on the following semester's grade report.

How Should You Interact With Your Employer?

It is important to remember that although you are a Purdue University student, you will be working in the capacity of a company employee. By all means, you will be working for society, the department, and yourself as well; but, primarily, you will be working for your employer through your supervisor. As a rule, you can serve all other ends to best advantage by working for your supervisor and your employer. It is not uncommon for impatient young technologists to ignore or circumvent their superiors in their attempt to get things done, and sometimes things move a little faster that way for a while. Sooner or later, however, it will turn out that such tactics are not tolerated in a large organization. Generally speaking, you cannot get by your supervisor; this is the person who determines your evaluation and rates you, among other things, on your ability to cooperate.

How Are Job Priorities Established?

Whatever your supervisor wants done should take top priority. You may think that you have more important things to do first; but, unless you obtain permission, it is usually unwise to put any other project ahead of a specific assignment. As a rule, there are good reasons for your supervisor to want a given job done; and your performance upon the immediate project is likely to have a great deal more bearing upon your evaluation than less conspicuous projects which may appear more urgent. Note particularly that if you are instructed to do something and you subsequently decide it is not worth doing (in view of new data or events), don't just let it die – inform your supervisor of your intentions and reasons. This point has caused trouble more than once.

Your Relationships With Associates and Outsiders

Never invade the domain of any other division without the knowledge and consent of the person in charge. This is a mistake which can cause no end of trouble. If you attempt to perform any function assigned to another division or individual, you will very likely discover that people dislike others “muscling in” on their territory and undermining their job. This kind of interference can also lead to mistakes and confusion. The person in charge usually knows more about it than you do; and it is quite likely that you will overlook some important factors in the process, to say nothing of neglecting your own work. Give the other people a fair chance to get their job done first, and intervene only when they know that you are stepping into their territory and agree to it.

Similarly, should you become involved in the initiation of some new undertaking, be sure to include everyone who has a right to be in on it. It is extremely easy, especially in a large company, to overlook the interests of some division or individual who does not happen to be represented at the moment. This can create unnecessary and unfortunate difficulties later on which can have a negative effect on the progress made in the project.

If you encounter problems with the services of other sections, check first with the individual most directly responsible for the function involved. Going over a person's head to a superior leads to strong resentment and should be resorted to only when a direct appeal fails. In many cases, complaints are made without giving the person involved a

fair chance to correct the grievance, or even before he or she realizes there is dissatisfaction. Put yourself in his or her position, and act accordingly.

Correspondingly, be careful how you handle written material such as memoranda, letters, and e-mail. Though it is sometimes difficult for a newcomer to recognize the “dynamite” hidden in some documents, your own comments can cause trouble if they constitute damaging or embarrassing statements or reveal a serious shortcoming on anyone’s part. Once such documents get into circulation beyond the intended recipient, the damage is done and difficult to remedy. Next to a direct complaint to a co-worker’s superior, it is sometimes almost as serious an offense to route a person’s boss a copy of a letter containing a complaint or an implied criticism.

In dealing with customers and outsiders, remember that you represent the company, ostensibly with full responsibility and authority. You may be only a few semesters along in college; but outsiders will regard you as a legal, financial, and technical agent of your company, so be careful of your actions and your commitments.

One of the most important traits you can have is the ability to get along with other people. As you work with others, remember that whatever your own position, there is always room for improving your effectiveness. Whatever your natural handicaps, you can achieve wonders if you have the will and the determination.

On the Job

- ☞ First impressions are often changed only with difficulty. Be aware that the image you create during the first few days can have a long-lasting effect.
- ☞ Wear practical clothes at the outset until you see what is appropriate.
- ☞ Throughout the initial days on the job, you can expect to be besieged by new names, faces, locations, procedures, nomenclature, and equipment. Try consciously to remember what you can; but, after a week or so of repeated contact, you really will find it all familiar.
- ☞ Be prepared to be on a first-name basis with practically everyone, no matter how much older they are than you.
- ☞ Don’t be afraid to ask questions or talk to co-workers. Talking to an operator or a technician for 10 minutes can save you hours of trying to figure out what’s going on.
- ☞ Always (not just the first week) show interest, enthusiasm, and a positive attitude, even if the work you are doing seems trivial. Do your best work at all times. The way you handle your early tasks can very likely determine the course of your future assignments.
- ☞ Remember, too, that you will not be doing advanced technological work from the beginning.

- ☞ It is always important to show your willingness to do and to learn. Many employers will be happy if they see that you have simply learned something from a particular task.
- ☞ Don't panic if you find yourself wondering what you are supposed to do in your own job as you make your way through the welter of information that usually comes with the first few days; your role and duties will soon become comprehensible and even comfortable.
- ☞ Employers are not always good communicators. Always be sure you understand instructions given to you, even if they have to be repeated several times. This is particularly true of operating instructions for a piece of equipment.
- ☞ Don't be afraid to admit that you don't know something.
- ☞ Be personable and treat people with respect. It is a big mistake to come on as a know-if-all, or to put on a front rather than being yourself. Your fellow employees have the experience, whatever their educational background, so don't lose their support.
- ☞ Try to solve problems which arise at work by yourself first before calling for help. You will be surprised what you can do and accomplish. Many students have found that they could think up ways to make an unchallenging job better; or, if they simply were not busy enough, they were able to get more to do by asking the supervisor.
- ☞ If, after an appropriate amount of time, you find that you are dissatisfied with the nature of your work, do take the initiative to talk it over with your supervisor or employer. You may be able to branch out into other areas or increase your responsibilities.
- ☞ In any case, after about a month on the job, it is a good idea to seek out your employer's evaluation of what you are doing. This not only can prove helpful to you, but it will also remind your employer of your presence. In general, try to communicate upward throughout your assignment. Many employers get only as much exposure to you as you personally generate.
- ☞ Be a member of the team. While the University is oriented toward individual competition, the outstanding work experience student is not only technically competent, but understands his or her importance in the overall thrust of the group's work. Your boss looks best when the whole group does well, and the compliment will be returned to you.
- ☞ Finally, if the company does not automatically provide orientation information, find out as much as you can about it on your own. The better you understand the scope of its operations, business structure, geographical distribution, and local layout, the more effectively you will be able to interact with others in the company while keeping an eye on the future.

Purdue University
Department of Industrial Technology

IT 191
Supervised Work Experience

Intention to Enroll

Date _____

Name _____ SS: _____ - _____ - _____

Campus Address _____

Campus Phone _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

What kind of work are you seeking?

What geographic area do you prefer?

Desired type of industry:

Previous work experience:

Dates

Employer

Job

What industrial organizations do you plan to contact?

Approvals:

Advisor

IT 191 Coordinator

Purdue University
Department of Industrial Technology

IT 191
Supervised Work Experience

Confirmation of Employment

Date _____

Name _____ SS: _____ - _____ - _____

Employer _____

Address _____

City _____ State _____ Zip _____

Department in which student is employed _____

Name of immediate supervisor _____ Phone _____

Job title and description _____

Schedule of work experiences and/or job rotation:

Working hours _____ Working days M T W TH F S

Whom should the IT coordinator contact when visiting the plant?

Name _____ Title _____

This confirms that the student named above has been accepted for employment as indicated and in the job described.

Signed _____ Date _____

Title _____

Return to: IT 191 Coordinator
Department of Industrial Technology
1416 Knoy Hall
Purdue University
West Lafayette, IN 47907-1416

Purdue University
Department of Industrial Technology

IT 191
Supervised Work Experience

Student's Verification of Policies

(please print)

Date _____

Name _____ SS: _____ - _____ - _____

I have read the regulations for IT 191 and understand that grading will be based on the following.

- a. Weekly work experience log reports. The reports must be post-marked **no later than Tuesday** of the following week. **Two (2) late reports** will be grounds for course failure.
- b. A significant report of my experiences, word processed on 8½" x 11" paper and submitted no later than the first day of classes for the semester following the work experience. Late reports will be grounds for course **failure**. This report should include two sections as follows.
 1. An analysis of the firm where I worked
 2. A detailed description of my work experience
- c. An outline of my job function and its relationship to the firm. This outline will be the basis for my **verbal** report during the seminar and should be prepared on 5" x 8" index cards or I may use any computer-based presentation tools.
- d. Participation in the IT 191 seminar at 6:30 p.m. on the Wednesday of the second week of classes in the semester following the work experience. Location will be announced later.

Signature

Date

Purdue University
Department of Industrial Technology

IT 191
Supervised Work Experience

Weekly Log Report

Weekly Report # _____ Name _____

Day 1

Day 2

Day 3

Day 4

Day 5

Purdue University
Department of Industrial Technology

IT 191
Supervised Work Experience

Performance Appraisal

The Supervised Work Experience student whose name appears below is nearing completion of a work period. Your appraisal, as the immediate supervisor, of the student's performance is important to him/her and to Purdue University. Would you please complete this form and discuss the appraisal with the student. It is his/her responsibility to see that this completed form is mailed before the end of the work period to the Faculty Coordinator listed below. We will use the information to counsel with the student regarding his/her performance.

Date _____

Name _____ SS: _____ - _____ - _____

Employer _____ Location _____

Faculty Coordinator _____

Department of Industrial Technology
1416 Knoy Hall
Purdue University
West Lafayette, IN 47907-1416

Personality Traits	Student Employee Traits (circle all that apply)				Comments
Confidence Drive Self-Motivation Enthusiasm	Persistent Conscientious Imaginative Composed	Cautious Aimless Indecisive Dependent	Immature Energetic Organized Independent	Flexible Cocky Nervous	
Verbal Skills Listening Comprehension Persuasiveness	Inattentive Argumentative	Logical Inquisitive	Confusing Asks meaningful questions	Glib	
Human Relations Skills Credibility	Superficial Ethical Cooperative Motivator	Considerate Shy Independent Genuine	Self-centered Cold Follower Amiable	Frank Good-natured Adaptable	
Technical Competence	Theoretical Innovative	Practical Impractical	Perceptive Incompetent		

What factor(s) most impress you about this student?

What factor(s) most concern you about this student?

Student

Supervisor

Rating Factors	Superior	Good	Average	Needs Help	Inadequate	Comments
Dependability: Is prompt, follows directions, is trustworthy, meets obligations						
Adaptability: Catches on quickly, follows detailed instructions well, can switch jobs easily						
Job Attitude: Is enthusiastic, is a good team worker, is willing to cooperate, accepts ideas, desires to improve, shows interest, works well with others						
Job Knowledge: Has required knowledge and command of job skills, uses skills and knowledge well, is a self-starter, seeks improvement						
Quality of Work: Does a good job, is accurate, neat, and consistent						
Quantity of Work: Accomplishes acceptable amount of work, is fast, eager						
Initiative: Works well with minimal supervision, seeks things to do, seeks more responsibility						
Accepts Suggestions: Is eager to improve						
Loyalty: Has feeling for business, keeps confidences, has concern						
Safety Awareness: Is aware of safety procedures and hazards, is appropriately cautious, is concerned with orderliness						
Overall Rating						