THINGS TO DO BEFORE YOU LEAVE CAMPUS TO BEGIN WORK

☐ Request enrollment in Engineering 4191 by completing this form. Engineering 4191 records the co-op or internship experience on your transcript as “professional practice”, allows the generation of your registration materials and retains your student benefits, such as use of the health center, use of athletic facilities (at an additional cost), use of the libraries, and eligibility to pick up athletic tickets. If you receive VA benefits make sure you are enrolled in the full term section during the summer. Engineering 4191 will not maintain student athletes’ full-time status at this time.

☐ Drop your other classes. If you obtain your position after classes have begun, talk to us regarding the possibility of being enrolled in Engineering 4191 before you drop your other classes. You will also need to remove yourself from any waitlisted courses.

☐ Pay your fees by your due date. Check your on-line Statement of Account for the balance associated with enrollment in Engineering 4191. Unless you specifically ask Financial Aid to have your scholarships adjusted, your scholarships will not automatically cover your fees.

☐ Financial aid and University scholarship students need to meet with a Financial Aid Counselor to assess how co-oping will affect financial aid. Financial aid does not post for co-op semesters. Engineering scholarship students need to meet with Dave Donley (donley.2@osu.edu) in the College of Engineering.

☐ Health Insurance: OSU students are required to carry adequate health insurance. This requirement may be met either by enrolling in the University-sponsored Student Health Insurance Plan (SHIP) or by enrollment in another health insurance plan offering comparable coverage. Please contact SHIP for further information at shi.info@osu.edu or 614/688-7979. If your personal health insurance carrier requires verification of full-time student status for coverage, a letter will be available to you upon completion of this form.

☐ International Students: In addition to this form, please also submit the Office of International Affairs (OIA) Curricular Practical Training Recommendation “permission to work” and have it signed by your academic advisor to avoid violating your Student Visa, which could result in your being forced to leave the U.S.

☐ Overseas Employment: If you have accepted a co-op or internship position overseas, visit the Office of International Affairs (OIA) for information on supplemental insurance, health issues and safety precautions. Contact OIA for further information at 614/292-6101.

☐ Make a note of important information: __________________________________________

Your Academic Advisor: ____________________________________________________________

ECIP contact information: Phone 614/292-6651, Fax 614/292-4794, website http://ecs.osu.edu, email: eng-eng-ecip@osu.edu

☐ Tell your Academic Advisor you will be working and discuss scheduling considerations for your next semester of classes in advance. Student athletes must also meet with a counselor in the Athletic Compliance Office.

☐ Students living in Residence Halls who are working too far to commute can have residence halls contracts inactivated for that semester. When you return, your contract will be reactivated for the remainder of the year although the same room is not guaranteed. If you need your contract inactivated, let us know when you complete this form. If you’re leaving campus for a Spring semester work assignment and plan to reside in the dorms the following academic year, contact OSU Housing at 614/292-8266 to have your application sent to your permanent address.

☐ Recreation and Athletics: If you will be picking-up athletic tickets, purchasing a greens fee at the OSU Golf Course, or purchasing a recreation center membership, you will need a full-time student status letter from our office. Letters will be available upon completion of the hire reporting form.

☐ If you would like to find or sublet an apartment, contact Off Campus and Commuter Student Services at 614/292-0100 or visit their web site, www.osuoffcampus.com.

☐ For your first day of work, you will need citizenship documentation. You will need a photo ID (driver’s license or OSU student ID) and an employment eligibility document (birth certificate or original Social Security card or INS Employment Authorization). If you have a U.S. Passport or a certificate of naturalization or an alien registration card with photo, you need show only that item.

THINGS TO DO WHILE YOU ARE ON WORK ASSIGNMENT

☐ If you have any questions, problems, or concerns while you are on assignment, call or write us. We will be happy to help in any way we can. Call or e-mail Dean Pidcock, Director, at (614) 247-7147 or pidcock.5@osu.edu.

☐ Provide us with the phone number and email where you can be reached while on work assignment if not already reported on the hiring report form.

☐ Schedule classes for the semester you will be returning to campus or 4191 if you are working a second consecutive semester.

☐ Complete your evaluation of the experience and ask your supervisor to complete an evaluation of your performance. The evaluations can be submitted online through your CareerEngine account. If you will not have access to the internet, the evaluation forms can be downloaded at https://ecs.osu.edu/students/forms. The evaluations must be submitted by the last day of the semester before you receive a satisfactory grade for each semester you work.

☐ Autumn co-ops/interns must be sure to complete Financial Aid applications by the February deadline.
TIPS FOR SUCCESS ON THE JOB

General guidelines for success:
1. Carefully read all orientation materials.
2. Set goals/priorities; be prepared; meet all deadlines.
3. Ask questions when unsure; take notes.
4. Always address full-time employees as Mr. or Ms. ______ until they ask you to address them by first name.
5. Dress appropriately—don’t be reluctant to ask what is considered appropriate.
6. Always be tactful and diplomatic to hourly people as well as management people. Anyone who has worked for the organization for a while, in any capacity, has a lot to teach you.

Be a “team player”
1. Do not compete with co-workers.
2. Do routine jobs without complaining.
3. Show initiative: if you run out of work, look for things to do and ask your supervisor how you can be most productive.
4. Develop work relationships slowly after you know office politics.
5. Always inform your supervisor of your whereabouts. Forward your phone when you’re away from your desk.

The following may be interpreted as irresponsibility and/or immaturity:
1. Personal phone calls. (Ask your supervisor first if you must make a long-distance call from work.)
2. Sloppy desk/work space.
3. Talking about non-business matters during work hours.
4. Sitting idle at your desk. (Note: if you sleep at work, you will probably be fired.)
5. Asking for time off. (Work is a “no-cut” class.)
7. Having visitors (friends or family) at work.
8. Using foul or poor language.

Observe your supervisor’s priorities about:
1. Neatness of your work area.
2. Confidentiality of materials.
3. Coming in early or staying late.
4. Lunch hour routine.
5. Telephone etiquette.

Observe your supervisor’s management style:
1. Does he/she prefer oral or written reports? What format and style?
2. Does he/she supervise closely or from afar?
3. Does he/she provide immediate responses to questions and problems or need time to think about them?

With respect to feedback and reviews:
1. If you have not received feedback on your performance after the first month, ask for it. (“How am I doing? How can I improve?”)
2. Accept criticism without being defensive.
3. Do not interpret performance reviews as personal criticism. Remember, people want you to succeed.

Take advantage of every opportunity to learn:
1. If you have time, read any available materials about the company, products, or the industry in general.
2. Ask questions and observe people’s behavior.
3. Network whenever possible; attend social functions through work.
4. Identify career tracks and their prerequisites.
5. Ask for letters of recommendation at the end of your assignment.

STUDENT-EMPLOYER RELATIONSHIP
If you become dissatisfied with your work assignment, it is up to you to discuss this dissatisfaction with your immediate supervisor and/or the employer’s human resources contact. If, after talking with these two persons, you are still experiencing dissatisfaction, you should contact the ECIP Director for assistance.

While on campus, it is your responsibility to keep in contact with your employer to assure your return for subsequent work periods and the dates the subsequent work assignments will begin and end. Your employer counts on you to keep your commitment. You must complete an Account Reactivation Request form and meet with the ECIP Director before reducing or terminating a work rotation.