



CEO

CAREER EXPERIENCE OPPORTUNITIES

"OPENING DOORS TO CAREERS"

STUDENT ASSIGNMENT PACKET

THE CAREER CENTER
DIVISION OF STUDENT AFFAIRS
THE FLORIDA STATE UNIVERSITY

STUDENT ASSIGNMENT PACKET (SAP)

Dear CEO Participant,

Congratulations on your CEO assignment. We hope you are excited and looking forward to getting started. Attached you will find a number of forms that you are required to complete and return to our office. These allow us to provide you with the assistance you might need to make this an even more profitable experience. They also provide information that may be valuable to others in their selection of a similar experience. We ask that you submit these forms by assigned due dates. Please carefully review assignment check list below and SAP Due Dates (blue sheet). If you are registered for an internship or co-op, we cannot submit a satisfactory grade until these have been received, nor will further CEO assignments be made without them.

Good luck on your assignment. We are confident that this will be an excellent educational and learning experience for you. Please feel free to contact us at any time.

The CEO Staff

ASSIGNMENT CHECKLIST

- FOLLOW-UP REPORT.** This tells us that you have "settled-in" properly and gives you an opportunity to discuss your first impressions of your job and worksite. **This is due within the first two weeks on the job.**
- LEARNING OBJECTIVES.** These learning objectives should help you make the most of your experience. Both you and your supervisor should sign these. **They are also due within the first two weeks of your assignment.**
- MID-TERM REPORT.** This is a brief statement (typed) of your progress and concerns. Please be thorough, but concise as possible. **This report is due midway through your assignment.**
- EMPLOYER EVALUATION.** Give the EMPLOYER EVALUATION to your immediate supervisor when you start your assignment. It should be returned to us upon completion of your assignment. (Some employers may prefer to use their own forms and mail us copies; this is fine as long as we receive a copy.) Ask employers to return by the last day of classes (before finals).
- STUDENT FINAL REPORT.** **Your FINAL REPORT is due by the last day of classes (before finals).** You are asked to answer all of the questions and encouraged to provide additional information. A well-written final work report is an excellent way to pull together your thoughts on your experience, while developing good, clear communication skills which are valued by all employers. We encourage you to share your FINAL REPORT with your supervisor.
- EXIT INTERVIEW.** All students completing an internship or co-op are required to meet with a CEO staff member within three weeks of returning to campus. Phone 644-9775 for an appointment.

Note: You may want to retain copies of reports for your own records.

Please mail or fax all reports to us at the following address. We also encourage you to contact us should you have any concerns. Though we cannot accept collect calls, we will promptly return any calls if you leave your name and phone number.

CEO
The Career Center
Florida State University
A4128 University Center
Tallahassee, Florida 32306-2490
PHONE: (850) 644-9775
FAX: (850) 644-3273



CEO FOLLOW-UP REPORT

Name _____ Phone (H) _____ (W) _____
Current Mailing Address _____
Employer _____ Phone _____
Immediate Supervisor _____ Title _____
Job Location (room, division, etc.) _____
Your Job Title _____ Dates you will be working _____
Salary _____ Number of hours/week _____
Have you worked with this employer before? _____

Briefly describe your position.

What are your general impressions of your job and worksite?

Is the work you are doing related to your major or career field? Explain.

Has your supervisor conducted a formal or informal orientation, which included a tour of the worksite, introduction to co-workers, review of policies and procedures and familiarization with the organizational structure, philosophy and culture?

How do you relate with your supervisor? your fellow workers?

General comments

This form and the Learning Objectives form should be sent to the CEO Office no later than two weeks after beginning your assignment. Mail or fax them to: CEO, The Career Center, University Center, 4th Level, Florida State University, Tallahassee, FL 32306-2490.

Student Signature

Date



CEO LEARNING OBJECTIVES

Student Name _____ S. S. # _____ Sem/Yr _____

Placement: Intern Co-op Other Supervisor _____

LEARNING OBJECTIVES are simple statements of what you intend to accomplish during your placement. They should be *specific* and they should be *measurable*. Some examples are:

- * To learn to operate my employer's computer graphics software package.
- * To produce an annotated directory of local agencies serving the severely disabled.
- * To become proficient in writing routine chemical analyses used at my work site.

All CEO placements are intended to enhance your university education through real-life experience. By identifying learning objectives and working to accomplish them, you will provide a focus to your work that will increase its value to you.

INSTRUCTIONS: Please write *at least* three learning objectives you intend to accomplish during this placement. Take into consideration the nature of your placement, new skills that can be gained, work habits that can be established, the time and resources available, as well as your personal career goals. We strongly recommend you consult with your faculty advisor and/or your work supervisor in developing your objectives. Remember, your objectives should be clear, concise, specific and measurable.

Learning Objectives

1.

2.

3.

Student Signature

Supervisor Signature

CEO Staff Signature



CEO MID-TERM REPORT

PLEASE CHECK:
INTERNSHIP
CO-OP
OTHER

Term: FA SP SU 20__

Student's Name: _____ Employer: _____

In the space below, provide a brief but thorough statement of your progress so far. You should include your accomplishments, any changes in your objectives, duties/responsibilities, concerns and other significant information you want to share. This report is due at the mid point of your assignment and should be typed. **You may type on computer, print out and return with this sheet.**



CEO STUDENT FINAL PERFORMANCE REPORT

PLEASE CHECK:
INTERNSHIP
CO-OP
OTHER

Term: FA SP SU 20__

Student's Name: _____ Class: FR SO JR SR GR Major/Minor: _____
Employer: _____ Location: _____
Department or work area: _____ Job Title: _____
Dates worked: _____ No. hours/week: _____ Rate of pay: _____
Total Earnings for Term: \$ _____ Have you worked here before? _____
Supervisor: _____ Supervisor's Phone #: _____

1. Briefly describe your assignment. _____

2. What were the best features of this assignment? _____

3. Did you utilize specific knowledge and skills related to your major/career in this assignment. Explain. _____

4. Discuss the specific relationship of this assignment to your major/minor or your career interests? _____

5. Did you accomplish your learning objective? If no, explain why not. _____

6. What additional work skills and/or knowledge did you acquire through this experience, i.e., computer/technical, analytical, research, writing, etc? _____

7. Was the work you performed challenging and stimulating? Did this assignment meet/exceed your expectations? Explain.

8. How did you feel about the importance of the work you did in relation to the overall department/division goals? Explain.

9. Describe your relationship with your employer in general and your supervisor in particular. (i.e., given proper amount of direction and guidance, availability, being concerned about you as an individual, etc.)

10. Will you be returning to this employer for another CEO placement? If so, when?

11. Were you offered a full-time job upon completion of your experience or upon graduation; and did you accept the offer?

12. How could the CEO office or your faculty advisor have helped to improve your experience?

Student Signature

Date

This form is due the last day of classes (before finals). We cannot submit a satisfactory grade for you until it is received, so please get it to us promptly. Mail or Fax to:

The Career Center, Florida State University
A4128 University Center, Tallahassee, Florida 32306-2490
PHONE: (850) 644-9775 • FAX: (850) 644-3273



CEO EMPLOYER PERFORMANCE EVALUATION

Student's Name _____ Semester: FA SP SU 20____ Type: CO-OP INTERN OTHER
 Student's Class: FR SO JR SR GR Student's Major: _____
 Work Period _____ Student's Assignment/Title _____
 Employer: _____ Location: _____
 Supervisor: _____ Title _____ Phone: _____

INSTRUCTIONS: Please evaluate this student comparing him/her with students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

1. RELATIONS WITH OTHERS

- Exceptionally well-accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

2. ABILITY TO LEARN

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

3. JUDGMENT

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

4. ATTITUDE - APPLICATION TO WORK

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

5. QUALITY OF WORK

- Excellent
- Very Good
- Average
- Below average
- Very poor

6. DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

**7. ACHIEVEMENT OF
LEARNING OBJECTIVES****#1 #2 #3**

- | | | | |
|--------------------------|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excellent |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Very good |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Average |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Below average |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Poor |

8. ATTENDANCE

- Regular
- Irregular

9. PUNCTUALITY

- Regular
- Irregular

10. OVERALL PERFORMANCE

- Outstanding
- Very good
- Average
- Marginal
- Unsatisfactory

11. What were this student's major strengths and assets?

12. How might this student improve his/her on-the-job performance? (i.e. additional courses, skills or further experience, etc.)

13. What particular skill(s) and knowledge did the student acquire during this work assignment?

Has this report been discussed with the student? Yes No

(Signed) _____ Date: _____

Immediate Supervisor

Career Experience Opportunities, The Career Center, A4128 University Center
 Florida State University, Tallahassee, Florida 32306-2490 (850) 644-9775 FAX (850) 644-3273

** THIS FORM IS DUE THE LAST DAY OF CLASSES (BEFORE FINALS). **