



# the **COMPETITIVE EDGE**

IPFW Cooperative Education—Spring 2008

## Co-op Academic Disciplines

### College of Arts and Sciences

Biology  
Chemistry  
Communication  
English  
Mathematics  
Physics

### Richard T. Doermer School of Business and Management Sciences

Accounting  
Business  
Economics  
Finance  
Management  
Marketing  
Pre-Business

### College of Engineering, Technology, and Computer Science

Civil Engineering  
Computer Science  
Computer Engineering  
Computer Engineering Technology  
Construction Engineering Technology  
Electrical Engineering  
Electrical Engineering Technology  
Industrial Engineering Technology  
Information Systems  
Mechanical Engineering  
Mechanical Engineering Technology

### Division of Organizational Leadership and Supervision

## How Does Cooperative Education Work?

Cooperative education offices partner with employers covering a wide range of academic areas. Through this collaboration, employers provide job opportunities and colleges submit eligible student applicants who meet job requirements.

Students may earn academic credit as a part of the cooperative education program and are given the opportunity to test drive their chosen career paths. Through a cooperative education program, students learn about developing résumés, the job search, the interviewing process, and receive guidance from co-op professionals.

While co-op employees are an excellent resource for employers, the student gains a first-hand look at corporate culture and an organization's working environment. Students also learn about different career paths within an industry, the value of networking, and how these connections can help in their future job searches.

This is the perfect scenario for students to gain a better understanding of career paths and the types of opportunities available.

This is a perfect time for employers to look at the current crop of students, evaluate their performance and, when there is a good fit, entertain the possibility of full-time employment after graduation. A win-win situation for employer and student!

## The Co-Op Challenge

The Co-op Challenge is a fun-filled, day-long event of various contests (some athletic, some intellectual, some artistic, and some just plain goofy!) among company- or university-sponsored teams in competing for a traveling trophy.

The purpose of the event is to provide a forum for intern/co-op students from throughout Indiana to meet, network, have fun, and promote the benefits of internship/co-op programs. Congratulations to the IPFW students from Regal-Beloit Corporation who won second place in 2007! The winner hosts the event the following year. The 2008 Co-op Challenge will be hosted by Delphi Electronics and Safety in Kokomo on July 19 at Jackson Morrow Park.

# Top 6 Rules for Using Cell Phones at Work

*Having your cell phone at work can be useful, but it can also be very disruptive. On your own time, the choice to turn off your cell phone is entirely yours. When it comes to work, you have to be mindful of your co-workers and your boss, not to mention your own ability to get your job done.*



*Last year, the Society for Human Resource Management surveyed 379 human resource professionals and found that 40 percent of their companies had implemented formal policies governing cell phone use at work.*

*Here are some rules you should follow if you have your cell phone at work.*

## 1. Turn Your Cell Phone Ringer Off

If you have your cell phone on at work, it shouldn't ring. If you don't want to turn it off, at least set it to vibrate. Different ring tones going off can be very annoying to others. Plus, you don't want your boss to know how often you get calls.



## 2. Use Your Cell Phone Only for Important Calls

At work, you should only use your cell phone for important calls. The school nurse calling to say your child is ill, your child calling to say he's arrived home from school safely, and family emergencies that you must deal with immediately are important. Your friend calling to chat, your child calling to say the dog had an accident, or your mom calling to tell you your cousin is engaged is not an emergency and is not acceptable, even if you continue to work while talking.

## 3. Let Your Cell Phone Calls Go to Voice Mail

At work if you are in doubt about whether an incoming call is important, let voice mail pick it up. It will take less time to check your messages than it will to answer the call and then tell the caller you can't talk.

## 4. Find a Private Place to Make Cell Phone Calls

While it's okay to use your cell phone at work for private calls during breaks, don't stay at your desk. Find somewhere else to talk, where your conversation can't be overheard, even if what you're discussing isn't personal. You may be on a break, but your co-workers have a job to do.

## 5. Don't Bring Your Cell Phone Into the Restroom ... Ever

This rule should apply to using your cell phone at work or anywhere. Why? You never know who's in there; the person on the other end of the line will hear bathroom sounds, e.g., toilets flushing; it is an invasion of your co-workers' privacy.

## 6. Don't Bring Your Cell Phone to Meetings

Even if you have your cell phone set to vibrate, if you receive a call, you will be tempted to see who it's from. This is not only rude, it is a clear signal to your boss that your mind isn't 100 percent on your job. All calls can wait until your meeting is over or until there is a break. Remember, there was a time before we had cell phones.



**Another handy tip...  
NEVER, NEVER,  
NEVER answer your  
cell phone during a job interview!**

# OCTOBER IS NATIONAL CO-OP MONTH



Mark your calendars for  
**IPFW CO-OP CONNECTION**  
WEDNESDAY, OCTOBER 29  
**Free Lunch and Giveaways!**  
**Come Explore Your Options**

Ask co-op students what they do, what they learn, and what they earn.

Co-op employers will be there to answer questions and share their co-op opportunities.

## THE CO-OP ADVANTAGE

WEDNESDAY, OCTOBER 1

A special program for minority and international students.  
All students welcome!

## CO-OP OPEN HOUSE

WEDNESDAY, OCTOBER 22

Students, Faculty, and Staff  
Refreshments and Conversation

For all event details, visit [www.ipfw.edu/co-op/events](http://www.ipfw.edu/co-op/events).

## Faculty Fun Facts

Match these little-known facts to the co-op faculty coordinators.  
(See answers below.)



- |  |                            |
|--|----------------------------|
| 1. Owns a Cornhusker Barbie doll       | a. David Legg, Mathematics |
| 2. Plays trombone in a band            | b. Jim Moore, Mgmt./Mktg.  |
| 3. Has biked more than 20,000 miles    | c. Tom Laverghetta, ECET   |
| 4. Coached the IPFW water ski team     | d. Sue Minke, Acctng./Fin. |
| 5. Gets fashion advice from students   | e. Nash Younis, ME         |
| 6. Is an English nobleman at Christmas | f. Kim McDonald, OLS       |

1) e. 2) c. 3) f. 4) b. 5) d. 6) a.

## Meet the Faculty Co-op Coordinators

### College of Arts and Sciences

Elliott Blumenthal  
Biology  
260-481-6004  
blumenth@ipfw.edu

Ron Friedman  
Chemistry  
260-481-6067  
friedmar@ipfw.edu

John Robinson  
Physics  
260-481-6155  
robinson@ipfw.edu

Katrina Fullman  
Communication  
260-481-5792  
fullmank@ipfw.edu

Hardin Aasand  
English  
260-481-6750  
assandh@ipfw.edu

David Legg  
Mathematics  
260-481-6222  
legg@ipfw.edu

Doug Townsend  
Mathematics  
260-481-6235  
townsend@ipfw.edu

### Richard T. Doermer School of Business and Management Sciences

Sue Minke  
Accounting and Finance  
260-481-6464  
minke@ipfw.edu

Jim Moore  
Management, Marketing, and Business  
260-481-6488  
moore@ipfw.edu

### College of Engineering, Technology, and Computer Science

Regina Leffers  
Construction and Architectural Engineering Technology  
260-481-6370  
leffersr@ipfw.edu

Tom Laverghetta  
Electrical and Computer Engineering Technology  
260-481-6423  
laverghet@ipfw.edu

Nash Younis  
Engineering  
260-481-6887  
younis@ipfw.edu

Wilson Liang  
Mechanical and Industrial Engineering Technology  
260-481-6387  
liang@ipfw.edu

Bob Sedlmeyer  
Computer Science  
260-481-6187  
sedlmeye@ipfw.edu

Elizabeth Thompson  
Electrical Engineering  
260-481-6361  
thompsoe@ipfw.edu

Suleiman Ashur  
Civil Engineering  
260-481-6080  
ashurs@ipfw.edu

### Division of Organizational Leadership and Supervision

Kim McDonald  
260-481-6418  
mcdonald@ipfw.edu

# 15 Reasons Students Gave for Participating in the Co-op Program:

- To obtain practical experience in my field
- To help in choosing a career
- To apply skills and knowledge learned in school
- To earn money to support myself while in school
- To build an employment history
- To enhance or add to classroom training
- To obtain work experience
- To set up contacts or possibilities for future employment
- To learn
- To gain exposure to different jobs
- To use as a reference for graduate school
- To work with equipment the university doesn't have
- To find out what it's like to work in a regular, full-time job
- To earn academic credits
- To grow (develop confidence and learn to interact professionally)

## Contact Us

*The Competitive Edge* is published fall and spring semesters. We welcome your questions, comments, and ideas. E-mail or call 260-481-6939.

### The Office of Academic Internships, Cooperative Education, and Service Learning (OACS)

Neff Hall, Room 337  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499

Deb Barrick, Interim Director-OACS  
barrickd@ipfw.edu

Paula Reed, Secretary  
reed@ipfw.edu

Carrie Romines  
Secretary/Service-Learning Coordinator  
rominesc@ipfw.edu  
260-481-6918

Anita Vannatta, Graduate Assistant

[www.ipfw.edu/oacs](http://www.ipfw.edu/oacs)

NONPROFIT ORG.  
U.S. POSTAGE  
PAID  
FORT WAYNE, IN  
PERMIT NO. 92

Academic Internships,  
Cooperative Education, and Service Learning  
Indiana University-Purdue University Fort Wayne  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499

