

GENERAL INSTRUCTIONS FOR COOP/INTERNSHIP EDUCATION REPORTS

Your report must meet the following criteria:

1. Be approached as a formal, technical paper suitable for publication.
2. Be a minimum of five typed pages in length excluding cover, bibliography, and attachments.
3. Be doubled-spaced with one-inch margins on all sides.
4. Font no larger than 12pt.
5. Be uploaded into Careers4Monarchs.
6. At a minimum, discuss every question in the format/outline.
7. Simple descriptive answers will not suffice a discussion is required.
8. Practice tactfulness in your writing as your supervisor must sign this report.

Your supervisor must review and sign the report for the following reasons:

1. To ensure the information you have discussed is appropriate for release and does not violate company nor security regulations.
2. To ensure the report is an accurate description of the duties and functions of the assigned position during this past work term.
3. Requests for extensions due to supervisor non-availability must be signed by the supervisor or the employer Co-op/Internship Coordinator.

In order to complete this assignment successfully, you should:

1. Immediately discuss assignment and the due date with your supervisor so you may have the benefit of his or her input during its preparation. You should also identify necessary lead times and availability for review; HOWEVER, under no circumstances, should any of this report be written during work hours.
2. Thoroughly review all existing documents that concern your training position, including any existing position descriptions for your current training position and for any permanent positions for which you are in training.
3. Be as specific as possible, making sure to highlight and emphasize those aspects of your position that relate to your field of study and your career objectives. Remember, however, that during your initial work experience you may be asked to perform “routine” duties and what, to you, may not appear to be professionally oriented tasks.
4. Clearly indicate on the title page your NAME, UIN, Sem. /Yr. & Major, Term, Employer and PRESENT WORK TERM (i.e. “Description and Evaluation of my Second Work Term”.)
5. Include in the body of the report the title of each section (i.e. “IV. Cooperation, Coordination, and Supervision – A Description”).
6. Emphasize the professional appearance of the report and the timeliness of its submission!
7. Review checklist to ensure all requirements are met.

FIRST CO-OP/INTERNSHIP EXPERIENCE REPORT OUTLINE

I. Position Information

- a. Position Title
- b. Your complete name and local address (in city of employment if applicable)
- c. Complete name of employing organization, address and phone
- d. Name of unit or department to which you are assigned
- e. Name of the organization's cooperative education coordinator
- f. Name and title of your unit's chief officer
- g. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e. Mr., Ms., Dr., etc.

II. Nature of the Work Setting

- a. What are the objectives and guidelines for your current position?
- b. Why does this position exist and what is it preparing you to do?
- c. How has your employer helped you to understand the purpose of your position?

III. Duties and Responsibilities

- a. Give a chronological account of your major activities on the job. Be sure to include any special projects that you worked on, training sessions you attended, etc. as well as everyday activities.
- b. Indicate what responsibilities you anticipate being assigned prior to the completion of the term (check with your supervisor).

IV. Cooperation, Coordination, and Supervision

- a. Briefly describe or diagram the organizational structure of the employer.
- b. How does your department fit in with other operations of the organization?
- c. Describe the nature of supervision you have received.
- d. How have you contributed to good working relationships with your fellow employees and your supervisor?
- e. Describe instances when you have taken initiative or have contributed more than was required.
- f. Cite examples of new insights you have gained concerning human relations in the workplace.
- g. Give examples of ways in which you cooperated with others to obtain mutual objectives.

V. Relationship to Career Goals and College Study

- a. In what ways have your career goals been reinforced or modified during your co-op experience?

SECOND CO-OP/INTERNSHIP EXPERIENCE REPORT OUTLINE

I. Position Information

- a. Position Title
- b. Your complete name and local address (in city of employment if applicable)
- c. Complete name of employing organization, address and phone
- d. Name of unit or department to which you are assigned
- e. Name of the organization's cooperative education coordinator
- f. Name and title of your unit's chief officer
- g. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e. Mr., Ms., Dr., etc.

II. Responsibilities and Progression

- a. Discuss your primary and secondary responsibilities.
- b. Identify those that are different from the previous term.
- c. Discuss how your job has developed since your initial employment.
- d. Have new duties or increased responsibilities affected your personal confidence and career development?

III. Academic Relevance: What relationships do you see between your work experience and your course of study?

Coursework:

1. Cite specific courses that have been particularly beneficial to you in this work session.
2. Why?

Professional Literature

1. Read at least one article from two (2) separate professional/technical journals or other publications relevant to your employment.
2. Cite information from those articles concerning how the combination of your coursework and work experience will be of future value to you in establishing yourself in a career or with a company.
3. Include a bibliography for articles utilized.

IV. Future Projections

- a. How has this work term provided you with any new insights concerning your career goals?

THIRD CO-OP/INTERNSHIP EXPERIENCE REPORT OUTLINE

I. Position Information

- a. Position Title
- b. Your complete name and local address (in city of employment if applicable)
- c. Complete name of employing organization, address and phone
- d. Name of unit or department to which you are assigned
- e. Name of the organization's cooperative education coordinator
- f. Name and title of your unit's chief officer
- g. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e. Mr., Ms., Dr., etc.

II. Responsibilities and Progression

- a. Discuss your primary and secondary responsibilities.
- b. Identify those that are different from the previous term.
- c. Discuss how your job has developed since your initial employment.
- d. Have new duties or increased responsibilities affected your personal confidence and career development?

III. Academic Relevance: What relationships do you see between your work experience and your course of study?

Coursework:

1. Referencing the academic materials from two core or elective classes in your major explain how you have applied, developed or modified a specific professional skill while on the job.

Professional Literature

1. Read at least one article from two (2) professional/technical journals or other publications relevant to your employment.
2. Cite information from two articles concerning how the skills you have applied, developed, or modified will be of future value to you in establishing yourself in a career or with a company after graduation.
3. Include a bibliography for articles utilized.

IV. Future Projections

- a. How has this work term helped confirm your career direction toward specific employment opportunities after graduation?
- b. Cite several examples of position titles that you will be looking for when you start your job search.

FOURTH, AND SUBSEQUENT CO-OP/INTERNSHIP EXPERIENCE REPORT OUTLINE

I. Position Information

- a. Position Title
- b. Your complete name and local address (in city of employment if applicable)
- c. Complete name of employing organization, address and phone
- d. Name of unit or department to which you are assigned
- e. Name of the organization's cooperative education coordinator
- f. Name and title of your unit's chief officer
- g. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e. Mr., Ms., Dr., etc.

II. Responsibilities and Progression

- a. Discuss your primary and secondary responsibilities.
- b. Identify those that are different from the previous term.
- c. Discuss how your job has developed since your initial employment.
- d. Have new duties or increased responsibilities affected your personal confidence and career development?

III. Academic Relevance: What relationships do you see between your work experience and your course of study?

Coursework:

1. Describe a problem you solved or a project you worked on and analyze what took place from your first involvement to the point of solution.
2. Identify the logical steps that took place and explain why things happened as they did. (The size of the problem is not important as your explanation and understanding of the process.)
3. What was the final impact of your solution?

Professional Literature

1. Read at least one article from two (2) separate professional/technical journals or other publications relevant to your problem discussed above.
2. Compare and contrast the major points in each article with the procedures you utilized in solving your problem.
3. Include a bibliography for articles utilized.

IV. Future Projections

- a. Describe your job search preparations to date. At a minimum, specifically address network development, information gathering, and skills identification.
- b. Describe how you are integrating your co-op experience into your job search preparations.