

GUIDELINES FOR FIRST TERM CO-OP REPORT

Summer Co-op reports are due **Friday, December 8 (we prefer e-mail)**. They should be typed, double-spaced, and free from misspellings and grammatical errors. These reports will be read by your peers--prospective co-op students, employers, faculty advisors, and the co-op staff. They will reflect your written communication skills and quality of your work assignment.

On the cover sheet please include:

Company Name & Department,

City & State,

Your Name & Major,

Semester & Year,

Tour Number (Example: Tour 1 for 1st time at work), Hometown and High School.

Divide the content into three distinct sections:

The first, which is required, is the cover sheet. Be sure that all information about you and your co-op job as listed above are complete.

The second, intended for a faculty member to review before your required debriefing, should be an ABSTRACT of the semester's activity. Please highlight your major projects and major learning activities and how they have changed or progressed during the semester. Keep the length short, less than one page. Include your name and company name at the top of this page.

The third part, starting on a new page, should be directed toward prospective co-op students. Expand on the projects and learning activities you highlighted in your abstract. Tell them what you would like to have known about your position before accepting it. Discuss what has been most meaningful to you in your work assignment. The length of this section should be three to five pages.

Incorporate the following into the third part of your report:

A brief summary about your company (first paragraph), i.e. leading manufacturer of nickel alloy serving marine and aerospace industries. Is the company publicly or privately owned? If publicly owned, where is the stock information listed? NASDAQ or NYSE? How is the stock currently doing?

How did the experience on the job relate to your initial expectations? Did you have a reality adjustment to make as to what engineering is really all about?

If you had the opportunity to begin this work session again, what would you do differently?

What kinds of skills development does this experience offer – in work performance, communication, or interpersonal relations?

In what ways does your job relate to any of your past and current academic studies? Does it suggest the need for future studies?

What contribution does your co-op living and work experience make to your understanding of the occupational world?

What kind of technical knowledge did you gain from this experience?

Has this co-op period affected your educational and career goals or your future plans for studies and experience? If yes, in what ways?

Describe a typical work day.

How are you treated by co-workers?

What are the important sources of learning in this experience – the job itself, job environment, other sources?

The closing paragraph should include a cost of living summary. What percent of your salary was spent on living expenses? Give a general idea of the cost of living in the community (high or low). How much could you save for your college expenses? What were your savings' expectations and what influence did your cost of living have on realizing those goals, i.e. did you have to be more frugal than anticipated?

REMEMBER: We must have your report in order to issue a grade of "P" (pass) as opposed to "I" (incomplete). You **are encouraged to e-mail your report to us (word document, please) at either:**

dhewett@engr.uky.edu (Donna) or phillips@engr.uky.edu (Marsha)