

CO-OP STUDENT FINAL REPORT OUTLINE

Check with your Faculty Co-op Advisor to see if he/she wants you to use this report outline. Each Faculty Co-op Advisor may have different requirements for assigning the final co-op grade. The Cooperative Education Program is **not** responsible for assigning any grades, regardless of the course heading.

INTRODUCTION:

Your final report should address all of the following questions/statements. The report should be typewritten in report format (style of your choice) and a copy should be given to your Faculty Co-op Coordinator.

I. Introduction/Expectations (for first semester ONLY)

- A. Give the history of how you came to apply to the co-op.
- B. What did you expect to gain from co-op?
 1. List all benefits you anticipated.
 2. List all benefits you've received you did not anticipate
 3. List any "trials" you anticipated or any insecurities you had.
 4. List any "trials" you had that you did not anticipate or any insecurities which you were unaware of that became apparent.

II. Job Content Skills

- A. Describe, in detail, the machines/equipment to which you've been exposed
- B. Describe, in detail, the procedures/systems with which you've worked.
- C. List the responsibilities and activities of your co-op work. Assign an approximate percentage of time you spent on each activity.
- D. Assess your production this semester both in quantity and quality.

III. General Skills

- A. What have you learned about professional conduct and appearance
- B. How frequently did you work "under pressure"? Has your reaction to such pressure changed? If so, how?
- C. Give evidence of your cost awareness increasing this semester.
- D. Give examples where you planned, scheduled, and controlled.
- E. Give evidence where you problem solved.
- F. Give examples when you made important decisions. Describe the process you went through to make those decisions.
- G. Have your views changed about teamwork? If so, how?
- H. Do you feel you have greater leadership skills now than before? If so, describe. If not explain why.
- I. Discuss how your communications - written, oral, and/or presentation skills have been enhanced by this work session.
- J. Contrast your human relations skills prior to and after the current co-op session.
- K. Did you attend any meetings, seminars or workshops?

IV Work/Classroom Relevancy

- A. What course/courses has/have significantly helped prepare you for the job?
- B. Are there courses that you are now looking forward to taking because of what you have learned on the job?
- C. Are there courses you have taken that could be improved by making them more relevant? If so, how would you change the course(s)?

V. Conclusion and Recommendations

- A. Give your view of your co-op experience.
- B. Assess its educational and/or training value.
- C. Could the experience have been more successful? If so, how?
- D. Do you have any advice for the future co-op students who would be working for your employer?--in your locale?
- E. Miscellaneous (any information you would like to share that has not been specifically asked).