

GUIDELINES FOR SECOND, THIRD OR FOURTH term CO-OP REPORT

Spring Co-op reports are due **Friday, Dec. 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 2 for 2nd time at work).

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 are listed on this sheet.

The second, intended for a faculty member to review before your 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 since your last tour. 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 liked to have known about your position before accepting it. Discuss what has been most meaningful to you in your work assignment. Some of the information may be redundant of your last report. However, please keep in mind that **students will read the progression of your reports to see how assignments changed and increased in scope as you gained more experience**. The length of this section should be three to five pages.

Incorporate the following into the third part of your report:

In what way was this work session different from the last? Is the assignment in a different department? Do you have new responsibilities? Etc.

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

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

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

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

What kinds of technical and/or general knowledge are you gaining from this experience?

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

Describe a typical work day.

How are you treated by co-workers?

The closing paragraph should include a cost of living summary. What percentage of your salary was spent on living expenses such as rent, food, utilities? 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). **We prefer that you e-mail your report to us (word document, please) at either:**

dhewett@engr.uky.edu or phillips@engr.uky.edu