

# Cooperative Education Report Guidelines

## Format

The paper must be typewritten and double-spaced and include a separate title page. The title page should include the title of the paper, the name of the company or agency where you completed your semester co-op hours, to and from dates of the co-op, and your name. The report (not including the title page) should be at least 4 pages long, professional, organized and free of spelling and grammatical errors.

## Subject

The report should concentrate on the professional aspects of the job and include:

- A brief description of the organization and the department you were assigned to
- The names of your supervisors and any mentors (use appropriate job titles)
- A description of **major tasks and responsibilities**. Summarize how you accomplished these task and responsibilities. Summarize the things you learned while performing these task.
- Emphasize areas in which you made significant contributions
- List current and previous courses that were pertinent to your co-op assignment and why
- Indicate academic subjects that may have been helpful
- Discuss area in which you felt unprepared and why
- Make suggestions as to how UWF could better prepare co-op students, i.e. in the classroom, Lab equipment, the career services department
- Discuss how you could have better prepared for the co-op session

In the closing section of the report include the non-professional aspects of the co-op assignment such as:

- Socializing
- Living arrangements, conditions, location, quality, expense
- Transportation
- Anything that you feel was unusual or interesting that would be appropriate to share