

University of Wisconsin-Milwaukee Cooperative Education Program

Co-op Report Guidelines

In order to receive credit for your co-op work terms, you must turn in a paper summarizing your co-op work experiences for *each* term. The paper needs to be a **minimum of 3 pages and not longer than 6 pages** (not including the title page). It should be double-spaced.

Topics to cover in the report are:

Title Page:

Name	Major	Employer Name
Work term, i.e. Co-op Session 1, 2 or 3	Start and end dates of the work term	

Introduction:

Your introduction should provide background information to orient the reader including such information as overview of the company, your division, and what topics you are going to cover in the body of your paper.

Body of the Paper:

This is the bulk of your paper and should report and discuss your overall co-op experience. Topics to choose from are:

- A description of the job tasks you performed
- Special projects you worked on
- Engineering or computer science skills you developed
- How the experience relates to your course work
- Personal observations regarding the work environment, both positive and/or negative aspects
- Discuss non-technical skills (presentation, communication, working in a team, etc.) that you developed or feel that you need to continue to work on.

Conclusion:

This section summarizes the highlights of your report. You may evaluate your overall experience during the work period. Include a discussion of how this experience has affected your career plans, and influenced your career goals and expectations.

Release of Information:

To make sure that you are not revealing any company confidential information we need to have your paper read and signed by your supervisor, or the co-op coordinator, at the company. You should end your paper with a statement that reads:

This paper has been read and reviewed and does not contain any company confidential information. It may be released to interested persons for review.

Signature

Date

NOTE: Any request for extension must be made in writing and submitted to jlpicker@uwm.edu. No exceptions. Approval will be granted on a case-by-case basis.

Please be sure to keep a copy of your report for your personal use.

You may want to use it in future job interviews, or use it for reference later on. The copy you submit will remain on file at the UWM Career Services Office.