

UNIVERSITY OF DAYTON

COOPERATIVE EDUCATION STUDENT WORK REPORT GUIDELINES

(MINIMUM REQUIREMENT: 3 Pages, typed, double spaced)

TWO COPIES OF REPORT ARE REQUIRED: ONE FOR YOUR EMPLOYER and ONE FOR OUR OFFICE.

Upload your report in Isidore”.

On the top right hand corner, type your name, major, # of work term and date.

1st TERM:

1. Introductory paragraph describing your employer, products or services, geographic work site, location of other operations, etc.
2. Describe how the area you work in fits into the organization of the company or operation.
3. Description of specific tasks or projects to which you were assigned. Explain your involvement. What did you do?
4. Identify learning experiences you had as a result of the above. Relate these to classes you have taken or will take.
5. List any suggestions or recommendations concerning the work phase of co-oping that might have been generated from your work experience.

2nd TERM:

1. Introduction. Include a description of your most recent assignments. What did you do?
2. Explain how your work experience aided you professionally, educationally and personally.
3. How did this work term differ from the first?
4. Do you feel that you made a greater contribution to company goals than you did on your first work term?
5. Describe the best/worst features of your assignments. What did you learn from them?
6. What suggestions or recommendations would you make as a result of your most recent work experience?

3rd TERM:

1. Introduction. Include a description of your most recent assignments. What did you do? What did you learn from it? How does it relate to current or future class work?
2. Explain if and how your work experiences so far have established or modified your career goals. What new skills have you acquired?
3. Discuss your professional development. Observe what graduates in your field do. What are the requirements of your profession? What is the projected job market for your career field? (You could discuss this with management, co-workers, placement professionals and other co-ops with similar career aspirations.) How are you planning to reach your goals?
4. Have your work experiences helped to improve your communication skills? Explain.
5. Did this work experience enrich your classroom learning? How?
6. What suggestions or recommendations would you make as a result of your most recent work experience?

4th TERM:

1. Introduction as in Term #3.
2. List several work-related advantages and disadvantages of working for this employer that you would share with another student in your major who was considering employment with them. What advice would you offer?
3. Briefly describe an “ideal” co-op term with your employer.
4. What have you learned about working with other people?
5. Besides technical work experience, what specific skills or attributes can you now offer a prospective employer that you probably could not have gained without co-oping?
6. Did this work experience enrich your classroom learning? How?
7. What suggestions or recommendations would you make as a result of your most recent work experience?

5th TERM and Beyond:

Free form report. Choose from any of the above topics according to your interests.