

## GENERAL INSTRUCTIONS FOR COOP/INTERNSHIP EDUCATION REPORTS

Your report must meet the following criteria:

1. Be approached as a formal, technical paper suitable for publication.
2. Be a minimum of 10 typed pages in length excluding bibliography, and attachments.
3. Be doubled-spaced with one-inch margins on all sides.
4. Font

\_\_\_\_\_ \j U ô X } must sign this report.

Your \j U ô X } must sign the report for the following reasons:

1. To ensure the information you discussed is appropriate for release and does not compromise the security and accuracy of the Co-op/Internship Program. The information you discussed during this past work term.
3. Requests for extensions due to \j U ô X } must be signed by the \j U ô X } the employer Co-op/Internship Coordinator.

In order to complete this assignment successfully, you should:

1. Immediately discuss assignment and the due date with your \j U ô X } so you may write the report during work hours.
2. Thoroughly review all existing documents that concern your training position, including any existing position descriptions for your current training position and for any permanent positions for which you are in training.
3. Make sure to highlight and emphasize those aspects of your position that relate to your study and your career. Remember, the title page must include the title of the report, the title of the organization, and the title of the position. The title page must be typed and double-spaced.
5. Include in the body of the report the title of each section: Cooperation, Coordination, and Collaboration.
6. Pay attention to the professional appearance of the report and the timeliness of its submission!
7. Checklist to ensure all requirements are met.

# FIRST CGOP/INTERNSHIP EXPERIENCE REPORT OUTLINE

## I. Position Information

- a. Position Title
- b. Your complete name and local address and city of employment if applicable
- c. Complete name of employing organization, address and phone
- d. Name of unit or department to which you are assigned
- e. Name of the organization's education coordinator
- f. Name and title of your unit's chief officer
- g. Name and title of your immediate supervisor

## II. Nature of the Work Setting

- a. Are there any guidelines for your current position?
- b. Does this position exist and what is it preparing you to do?
- c. Has your employer helped you to understand the purpose of your position?

## III.

## SECONDCO-OP/INTERNSHIP EXPERIENCE REPORT OUTLINE

### I. Position Information

- Position Title
- Your complete name and local address and city of employment if applicable
- Complete name of employing organization, address and phone
- Name of unit or department to which you are assigned
- Name of the organization's education coordinator
- Name and title of your unit's chief officer
- Name and title of your immediate supervisor

### II. Responsibilities and Progression

- Describe your primary and secondary responsibilities.
- Identify those that are new to you from the internship.
- Describe how your job has changed since your initial employment.
- Describe new duties or increased responsibilities that are your personal growth.

### III. Academic Relevance: Describe relationships do you see between your work experience and your course of study?

#### Coursework:

- Describe how your work experience has helped you in your course of study.
- Describe how your work experience has helped you in your course of study.

#### Professional Literature

- Read at least one article from two separate professional/technical journals or magazines.
- Cite information from those articles concerning how the combination of your work experience and your course of study will help you in your career or with a company.
- Include a bibliography for articles utilized.

### IV. Future Projections

- Describe how your work experience has helped you in your course of study.

## THIRDCO-OP/INTERNSHIP EXPERIENCE REPORT OUTLINE

### I. Position Information

- a. Position Title
- b. Your complete name and local address ü city of employment if Í U U + è Í æ + ô ý
- c. Complete name of employing organization,

## FOURTH, AND SUBSEQUENT GOP/INTERNSHIP EXPERIENCE REPORT OUTLINE

### I. Position Information

- a. Position Title
- b. Your complete name and local address ü city of employment if Í U U + è Í æ + ô ý
- c. Complete name of employing organization, address and phone
- d. Name of unit or department