

## CO-OP REPORT REQUIREMENTS

- The intent of this report is to provide an overview of your co-op experience.
- Email (coop@engr.washington.edu), Fax (206-616-8554), or hand-deliver your report (Loew 301). If you email your Co-op report, please email as an MS Word attachment. Please name your report files with your first and last name and report name: i.e. JoeSmithCoopReport.doc
- Each Co-op student is encouraged to show these report guidelines to their internship supervisor. These guidelines can serve as an aid for the supervisor to design a meaningful internship for you.
- The co-op report is due the first Friday of the quarter in which you return from co-op. It is typed, double-spaced, 4-6 pages (3 month experience) and 6-8 pages (6 month experience), and should include the following:

name, student number, date, academic department, name of company

### I. General Information Section

- In a paragraph, provide the company's name and explain what they do.
- Explain your role at the company - what you were hired to do.
- What impact on the company came from your project?

### II. Technical Section

- Focus on the details of a project(s) which you worked closely on
- Discuss a technical problem which you assisted in solving
- Provide an in-depth view of your activities. You are welcome to include examples, charts, graphs, or drawings.
- **Do Not Discuss Any Confidential Material** - If all of your work is confidential, then you and your supervisor need to agree on a technical topic for you to research and write about.

### III. Summary Section

- Discuss whether or not you met your goals in your objective reports.
- What were your biggest challenges and how did you meet them?
- What skills did you rely on to do your job?
- How has your co-op affected your career plans or options?
- As you return to classes, what will you miss most about working in your company?
- What is the most important lesson you learned?

### IV. Conclusion

- Summarize in a paragraph how this co-op position has impacted your education at the University of Washington