

MECHANICAL ENGINEERING CO-OP REPORT REQUIREMENTS

Policy of UW ME Department and Engineering Co-op Program

To receive ME Option credits for your Engineering Co-op experience you will need to complete your Engineering Co-op report using the report criteria below.

- Submit an “electronic copy” of your Engineering Co-op report to the Co-op office (coop@engr.washington.edu) upon return from your Co-op position – due the first Friday of the quarter in which you return. A copy will be sent to Professor Kumar upon receipt who will officially grade your paper.
- The Department of Mechanical Engineering will allow a maximum of 4 credits of ENGR 321 to count towards your ME Option credits.
- The Engineering Co-op Program will register you for ENGR 321 (2 credits) for each quarter you are on Co-op. One credit of Co-op can be earned if working part-time.
- Each Co-op student is encouraged to show these report guidelines to their internship supervisor at the company. These guidelines can serve as an aid for the supervisor to design a meaningful internship for you.

Outline and Guidelines for Engineering Co-op Report

The report should document how the Co-op experience helped you grow as an engineer, and how it prepared you to be more effective in the work environment. The report length should be double spaced 4-6 pages (3 month experience) and 6-8 pages (6 month experience), plus an appendix, if appropriate. Organize your report as follows:

1.0 General

Title Page: Your name, student number, the company’s name, the dates of your Engineering Co-op Internship, Supervisor’s name and email. Include one paragraph on the company’s main business.

2.0 Technical Experiences

Document the technical experiences you had in your co-op position. Give examples of the application of science and engineering principles that you learned as part of classes taken for your Bachelor of Science in Mechanical Engineering (BSME) degree coursework. BSME degree coursework includes all classes including prerequisites and technical classes. Also give examples of application of any engineering science principles NOT learned in your BSME degree program classes. If you were involved in design activity, give examples of these.

3.0 Development of Professional Skills

Provide examples of the following questions from your Co-op experience. How did Co-op help your professional growth? Did you get to practice oral/written communication during the Co-op? Did you learn anything about how to be an effective member of a team? Did your Co-op experience help you realize that a good engineer needs to make a commitment to lifelong learning?

4.0 Summary

Summarize in one paragraph how your Co-op experience effected your education at the University of Washington.