

**MATERIALS SCIENCE AND ENGINEERING**  
**CO-OP REPORT REQUIREMENTS**  
**Policy of UW MSE Department and Engineering Co-op Program**

To receive senior project (MSE 499) and/or MSE technical elective credits for your Engineering Co-op experience you will need to complete your Engineering Co-op report using the report criteria below.

- Find a faculty mentor (prior to leaving on your Co-op) whose primary role will be to approve the report and grade your paper. Provide the name of this faculty mentor to Kathleen Elkins ([kelkins@u.washington.edu](mailto:kelkins@u.washington.edu)) and [coop@enr.washington.edu](mailto:coop@enr.washington.edu)
- Submit an “electronic copy” of your Engineering Co-op report to the Engineering Co-op program ([coop@enr.washington.edu](mailto:coop@enr.washington.edu)) upon return from your Co-op position (due the first Friday of the quarter you return). A copy of your Co-op report will be sent to Kathleen Elkins, MSE Advisor upon receipt. This is a credit/no credit elective and the final grade will be determined by your faculty mentor.
- The Department of Materials Science & Engineering will allow a maximum of 2 credits of ENGR 321 for every quarter of participation in Co-op (4 credits maximum for each student) to count towards your senior project (MSE 499) and/or technical elective credits.
- The Engineering Co-op Program will register you for ENGR 321 (1-2 credits) for each quarter you are on Co-op.
- 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. General**

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

#### **2. 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 Materials Science & Engineering (BSMSE) degree coursework. BSMSE degree coursework includes all classes including prerequisites and technical classes. Also give examples of application of any engineering science principles NOT learned in your BSMSE degree program classes. If you were involved in design activity, give examples of these.

#### **3. 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. Summary**

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