



# UNIVERSITY *of* WASHINGTON

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## ENGINEERING CO-OP & INTERNSHIP PROGRAM

### CO-OP REPORT REQUIREMENTS - ENGINEERING

- Students can apply up to 2 credits of ENGR 321 per quarter with a maximum of 4 credits total toward 180 required credits to graduate. CSE students can apply credits toward their CSE requirements - see department adviser for details and limitations.
- **How to complete/submit:** Log in to your Catalyst account (<http://www.washington.edu/lst/>) with your UW NetID and submit report via the "Collect it" tool (available after you are registered for ENGR 322).
- Name the document you are to submit in the following format:

[CURRENT QUARTER][CURRENT YEAR]\_[Department]\_Co-opReport\_[LAST NAME]\_[FIRST NAME]

**Example:** AUT12\_ENGR\_Co-opReport\_Smith\_John

**Due date:** the *first Friday of the first full week* of the quarter you are registered for ENGR 322. (If registered in ENGR 321 & ENGR 322 concurrently, submit report on the date agreed upon during your pre-work appointment.)

#### Guidelines for the Engineering Co-op Report

The report should document how the work experience helped you grow as an engineer and how it prepared you to be more effective in the work environment. Students are encouraged to show these report guidelines to the internship supervisor as these can serve as an aid to design meaningful work experiences. Reports should be typed; double-spaced; 2-3 pages per 3 months of experience; include an appendix (if appropriate); and should include the following items in the right-side of the header on each page:

*Name | UW student number | Date | Academic department | Name of company*

#### Organize your report as follows:

##### 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).
- Describe how your work contributed to the company.

##### II. Technical Section

- **DO NOT REVEAL ANY CONFIDENTIAL INFORMATION** – Contact us with any questions about how to describe work experiences without violating confidentiality agreements with the employer.
- Document the technical experiences you had during your work experience and discuss technical problems that you assisted in solving.
- Provide a full description of your work at the employer. You can include drawings, charts, graphs, and photos.
- Give examples of the application of science and engineering principles you learned as part of classes taken for your Bachelor of Science in Engineering (ENGR) degree coursework. (ENGR degree coursework includes all classes including prerequisites and departmental courses.)

##### III. Development of Professional Skills

- Discuss whether or not you met your goals in your Learning Objective Report(s).
- Describe ways in which participation in the Engineering Co-op & Internship Program helped your professional growth.
- Share your biggest challenges in the work environment and how you responded to those challenges.
- List and describe skills you relied on to complete your work assignments.
- Consider ways in which your work experience affected your career/educational options.
- Share lessons you learned that you would share with less experienced students.
- Address the ways in which you practiced oral and written communication on the job.
- Describe team and leadership building opportunities on the job.

##### IV. Conclusion

- Summarize in how the work experience will affect your education at the UW and your career goals.