

Coop Report

Cleveland State University
Washkewicz College of Engineering
(Department)

Submitted in Partial Fulfillment
of the Requirements of
(Coop Course Number)

Employed By
(Employer's Name)
(Employers location)
(Dates of Employment)

Faculty Mentor
(Add any relevant advisers)

Prepared By
(Your Name)
(Submission Date)

Approval for Public Release:
(Have this signed and dated by your supervisor)

I. General Information

- Start a new page for this section.
- All sections in the body of the report should be double spaced.
- This section should be approximately one full page
- Begin with general information about the company.
- Describe your position at the company and what your general tasks were.
- Explain how your work contributed to the company.

II. Objectives

- Write a brief introduction to your stated objectives
- List (in bullet or number form) your objectives from your Objectives Form

III. Technical Details

- Make sure to have your supervisor review the report BEFORE submitting it to your Coop Adviser for grading. Do not include any confidential information in your report.
- Report on your technical experiences, problems, achievements, etc.
- Fully describe your work, using any graphics, drawings, pictures, etc. that your Coop employer deems public.
- Relate your experience to courses you took (in major) at Cleveland State University.

III. Development of Professional Skills

- Describe how participating in the Coop program has helped your professional growth

- What were your biggest challenges in the work environment and how did you respond to those challenges
- List skills you relied on to complete your work assignments, both technical and non-technical
- Discuss ways in which your experience has affected your career path and/or career opportunities
- Share any lessons you learned that may help less experienced students
- Describe how you practiced written and oral communication at work
- Describe the team and leadership experiences you had

IV. Discussion and Conclusions

- Discuss whether or not you achieved your objectives
- Summarize how the work experience will affect your education and career goals

The report (without the cover sheet) should be **4-5 pages** for each co-op term spent at the company. Do not bind or enclose your report in any folder or cover, instead use a single staple or clip at the top left. Reports will be graded by your Coop Mentor and may be redistributed throughout the university or to local companies that are interested in joining our Coop program, so take care to not include any confidential information, and make sure to get approval for the report's release before submitting it to your Coop Mentor.