



Center for Career Development

TENNESSEE TECH

Cooperative Education Report Guidelines

CONTENT

1. First Paragraph - state the company for which you are working and provide a brief background (location, size, products). Do not include instructions as part of your report.
2. Provide a summary of significant tasks and accomplishments during the work period. Include specific projects, as well as duties and responsibilities related to these projects.
 - You may also provide samples of your work (graphs, photographs, etc.).
 - Check security provisions with your company before submitting these items. Your supervisor should read your report before you submit to ensure proprietary information is not included.
3. Reports must be double spaced and a minimum of 4-6 pages or more. Font size should not exceed 12pt.
4. Students on second or subsequent assignments:
 - Brief summary of duties performed during previous work period (e.g., relocation to different plant and/or department).
 - An up-to-date description of your current work assignment and duties (e.g., major and minor projects).

SUMMARY OF SIGNIFICANT ASSIGNMENTS

1. Explain how the duties and responsibilities of your primary co-op projects relate to your academic major.
2. Relate the benefits of your co-op experience(s) to your future education and career plans.

GRADING

1. When your report is received by the Career Center, it will be forwarded to your Academic Advisor who will review it for technical writing skills, grammar, punctuation, etc., and assign a grade of Satisfactory or Unsatisfactory.
2. Reports assigned an Unsatisfactory grade may be returned for correction at the discretion of your academic department.