

REPORT DUE DATE
FALL SEMESTER - DECEMBER 1ST
SPRING SEMESTER – MAY 1ST
SUMMER SEMESTER – AUGUST 1ST

SEMESTER FINAL EXAM ACADEMIC REQUIREMENTS

Please read the following material carefully. Enclosed you will find your final exam report instructions and outlines. Please read the report instructions carefully and follow them!

Reports that fail to meet the format will be returned for revision and resubmission and an incomplete grade assigned.

Please ensure that you select and follow the report outline designed for your work term; each outline is different! Reports that do not follow the appropriate outline and/or fail to address the criteria given for each topic will be returned for revision and resubmission and an incomplete grade assigned.

Students may mail their reports to this office. Submission by FAX is not acceptable due to variations in transmission quality. Prior to the end of the semester, you and your supervisor will each receive a link for evaluations. Please make sure to click on the link and complete your student evaluation, and ensure that your supervisor has received the link and submitted his/her evaluation of your work term. Reports must be physically received **prior to the end of the semester in order to be graded and forwarded to your department chair to review, assign your grade and forward it to the Registrar within the time frame for all final exam grade submission established by the University. The date will be determined at the beginning of each semester.**

In accordance with University policy, all incomplete grades automatically become failing grades after one semester.

Papers will be mailed to you at the address you provide on the placement form.

If you require on-campus housing for the next semester, please call the University Housing Office at (757) 683-4290 to request a housing packet.

If you have any questions, please contact the Engineering and Technology Career Management Center office at (757) 683-5341. Have a good semester!



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DISK/CD FORMAT

Along with turning in a hard copy of your report, you must turn in a copy on a disk or CD. There is a certain format that the CD/disks have to be in or else we will not accept them.

1. You should have ONLY your report on the CD/disk. There should not be any other programs or files on the disk other than your report.
2. You are responsible for your disk being free of viruses. If you turn in a CD/disk that has a virus on it, it will be returned to you so that you can either clean it or make another copy on a different CD/disk. With all the different anti-virus programs and access to the school's computers, there should be no reason to have a virus on your disk.
3. When you label your CD/disk, it should be: Name, UIN, Sem./Yr. & Major, Term, and Employer.

John Q. Public
8888888888
Fall/2004 ME
3rd Work Term
Northrop Grumman Newport News

GENERAL INSTRUCTIONS FOR COOPERATIVE EDUCATION REPORTS

Your report must meet the following criteria:

1. Be approached as a formal, technical paper suitable for publication.
2. Be a minimum of 5 typed pages in length excluding cover, bibliography and attachment pages.
3. Be doubled-spaced with one and one-half inch margins on all sides
4. Be submitted in printed copy and a second copy on a disk.
5. At a minimum discuss every question in the format.
6. Simple descriptive answers will not suffice, a discussion is required.
7. Practice tactfulness in your writing as your supervisor must sign this report and selected papers may be published for others to reference.
8. Submission by fax is not permitted due to variations in the quality of transmissions.
9. If you anticipate being unable to meet the report deadline, you must request an extension in writing directly from the University Co-op Director.

Your supervisor must review and sign the report for the following reasons:

1. To ensure that the information that you have discussed is appropriate for release and does not violate company nor security regulations.
2. To ensure that the report is an accurate description of the duties and functions of the assigned position during this past work term.
3. Requests for extensions due to supervisor non-availability must be signed by the supervisor or the employer Co-op Coordinator.

In order to complete this assignment successfully, you should:

1. Immediately discuss this assignment and the due date with your supervisor so that you may have the benefit of his or her input during its preparation. You should also identify necessary lead times and availability for review; HOWEVER, under no circumstances, should any of this report written during work hours.
2. Thoroughly review all existing documents that concern your training position, including any existing position descriptions for your current training position and for any permanent positions for which you are in training.
3. Be as specific as possible, making sure to highlight and emphasize those aspects of your position that relate to your field of study and your career objectives. Remember, however, that during your initial work experience you may be asked to perform “routine” duties and what, to you, may not appear to be professionally oriented tasks.
4. Clearly indicate on the title page your NAME, SSN, Sem./Yr. & Major, Term, Employer and PRESENT WORK TERM (i.e. “Description and Evaluation of my Second Work Term”).
5. Include in the body of the report the title of each section (i.e. “IV. Cooperation, Coordination, and Supervision – A Description”).
6. Emphasize the professional appearance of the report and the timeliness of its submission!
7. Review checklist to ensure all requirements are met

DOCUMENTING SOURCES MLA STYLE

Listing periodicals: magazines and newspapers

The basic format for an article from a periodical includes the following information:

1 Lever, Janet. **2** “Sex differences Games Children Play.” **3** Social Problems **23** (1976): 478-876.
a b c d

1. The author’s full name: last name first, followed by a comma, and then the first name and any middle name or initial. Omit any title or degree attached to the author’s name on the source, such as Dr. or Ph.D. End the name with a period and two spaces.
2. The full title of the article, including any subtitle. Place the title in quotation marks, capitalize all important words in the title, and end the title with a period (inside the final quotation mark) and two spaces.
3. The publication information”
 - a. The underlined title of the periodical minus any **A**, **An** or **The** at the beginning).
 - b. The volume or issue number (in Arabic numerals). See the note below.
 - c. The date of publication, followed by a colon and a space. See the note below.
 - d. The inclusive page numbers of the article (without the abbreviation “pp.”). For the second number in inclusive page numbers over 100, provide only as many digits as needed for clarity (usually two): 100-01, 1026-36., 1190206, 398-401.

NOTE: The treatment of volume and issue numbers and publications dates varies depending on the kind of periodical being cited, as the models indicate.

A signed article in a weekly or biweekly magazine

Stein, Harry. “Low and Behold.” New Republic 24 Dec. 1990: 27-33.

A signed article in a monthly or bimonthly magazine

Stevens, Mark. “Living with Lies.” Esquire Dec. 1981: 23.

A signed article in a daily newspaper

Gargen, Edward A. “Buffalo Concern Give Pop Sound to Player Pianos.” New York Times 16 Feb. 1984: B1

An unsigned article

“The right to Die.” Time 11 Oct. 1976: 101.

“Protests Greet Pope in Holland.” Boston Sunday Globe 12 May 1985, sec. 1: 1+.

A government document

Hawaii. Dept. of Education. Kauai District Schools, Profile 1983-84. Honolulu: Hawaii Dept. of Education, 1983.

FIRST WORK EXPERIENCE REPORT OUTLINE (Undergraduates Only)

I. Position Information

- A. Position Title
- B. Your complete name and local address (in city of employment if applicable)
- C. Complete name of employing organization, address and phone
- D. Name of unit or department to which you are assigned
- E. Name of the organization's cooperative education coordinator
- F. Name and title of your unit's chief officer
- G. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e. Mr. , Ms., Dr., etc.

II. Nature of the Work Setting

- A. What are the objectives and guidelines for your current position?
- B. Why does this position exist and what is it preparing you to do?
- C. How has your employer helped you to understand the purpose of your position?

III. Duties and Responsibilities

- A. Give a chronological account of your major activities on the job. Be sure to include any special projects that you worked on, training sessions you attended, etc. as well as everyday activities
- B. Indicate what responsibilities you anticipate being assigned prior to the completion of the term (check with your supervisor).

IV. Cooperation, Coordination, and Supervision

- A. Briefly describe or diagram the organizational structure of your employing firm or agency.
- B. How does your department fit in with other operations of the organization?
- C. Describe the nature of supervision you have received.
- D. How have you contributed to good working relationships with your fellow employees and your supervisor?
- E. Describe instances when you have taken initiative or have contributed more than was required.
- F. Cite examples of new insights you have gained concerning human relations in the workplace.
- G. Give examples of ways in which you cooperated with others to obtain mutual objectives.

V. Relationship to Career Goals and College Study

In what ways have your career goals been reinforced or modified during your co-op experience?

SECOND WORK EXPERIENCE REPORT OUTLINE (Undergraduates Only)

I. Position Information

- A. Position Title
- B. Your complete name and local address (in city of employment if applicable)
- C. Complete name of employing organization, address and phone
- D. Name of unit or department to which you are assigned
- E. Name of the organization's cooperative education coordinator
- F. Name and title of your unit's chief officer
- G. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e., Mr., Ms., Dr., etc.

II. Responsibilities

- A. Discuss your primary and secondary responsibilities.
- B. Identify those that are different from the previous term.

III. Progression

- A. Discuss how your job has developed since your initial employment.
- B. Have new duties or increased responsibilities affected your personal confidence and career development?

III. Academic Relevance: What relationships do you see between your work experience and your course of study?

- A. Coursework:
 1. Cite specific courses that have been particularly beneficial to you in this work session.
 2. Why?
- B. Professional Literature:
 1. Read at least one article from two (2) separate professional/technical journals or other publications relevant to your employment.
 2. Cite information from those articles concerning how the combination of your coursework and work experience will be of future value to you in establishing yourself in a career or with a company.
 3. Include a bibliography for articles utilized.

V. Beneficial Suggestions

- A. Does your employer have a beneficial suggestion program?
- B. If so, briefly describe the procedures to submit a suggestion.
- C. If not, describe how suggestions are received, forwarded and considered for implementation.

IV. Future Projections

How has this work term provided you with any new insights concerning your career goals?

THIRD WORK EXPERIENCE REPORT OUTLINE (Undergraduates Only)

I. Position Information

- A. Position Title
- B. Your complete name and local address (in city of employment if applicable)
- C. Complete name of employing organization, address and phone
- D. Name of unit or department to which you are assigned
- E. Name of the organization's cooperative education coordinator
- F. Name and title of your unit's chief officer
- G. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e., Mr., Ms., Dr., etc.

II. Responsibilities

- A. Discuss your primary and secondary responsibilities.
- B. Identify those that are different from the previous term.

III. Progression

- A. Discuss how your job has developed since your initial employment.
- B. Have new duties or increased responsibilities affected your personal confidence and career development?

IV. Academic Relevance: What relationships do you see between your work experience and your future career?

A. Coursework:

Referencing the academic materials from two core or elective classes in your major explain how you have applied, developed or modified a specific professional skill while on the job.

B. Professional Literature:

1. Read at least one article from two (2) professional/technical journals or other publications relevant to your employment
2. Cite information from the two articles concerning how the skills you have applied, developed or modified will be of future value to you in establishing yourself in a career or with a company after graduation (think of how that article reinforces or alters what you think).
3. Include a bibliography for articles utilized.

V. Beneficial Suggestions

- A. If you and/or your co-workers submitted a proposal, please describe.
- B. If so, did you and/or your co-workers receive an award or recognition of any type?
- C. Please attach a copy of any suggestions submitted.

V. Future Projections

- A. How has this work term help confirm your career direction toward specific employment opportunities after graduation?
- B. Cite several examples of position titles that you will be looking for when you start your job search.

FOURTH, AND SUBSEQUENT WORK EXPERIENCE REPORT OUTLINE (Undergraduates Only)

I. Position Information

- A. Position Title
- B. Your complete name and local address (in city of employment if applicable)
- C. Complete name of employing organization, address and phone
- D. Name of unit or department to which you are assigned
- E. Name of the organization's cooperative education coordinator
- F. Name and title of your unit's chief officer
- G. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e., Mr., Ms., Dr., etc.

II. Responsibilities

- A. List your primary and secondary responsibilities.
- B. Identify those that are different from the previous term.

III. Progression

- A. Discuss how your job has developed since your initial employment.
- B. Have new duties or increased responsibilities affected your personal confidence and career development?

IV. Academic Relevance: What relationships do you see between your work experience and the development of your professional problem solving abilities?

- A. Coursework:
 1. Describe a problem you solved or a project you worked on and analyze what took place from your first involvement to the point of solution.
 2. Seek to identify the logical steps that took place and explain why things happened as they did. (The size of the problem is not important as your explanation and understanding of the process.)
 3. What was the final impact of your solution?
- B. Professional Literature:
 1. Read at least one article from two (2) separate professional/technical journals or other publications relevant to your problem discussed above.
 2. Compare and contrast the major points in each article with the procedures you utilized in solving your problem.
 3. Include a bibliography for articles utilized.

V. Beneficial Suggestions

- A. Did you and/or your co-workers submit a proposal based on the solution to this (or any other) problem?
- B. If so, did you or your co-workers receive an award or recognition of any type?
- C. Please attach of a copy of any suggestions submitted.

VI. Future Projections

- A. Describe your job search preparations to date. At a minimum, specifically address network development, information gathering, and skills identification.
- B. Describe how you are integrating your co-op experience into your job search preparations.

GRADUATE STUDENT WORK EXPERIENCE REPORT OUTLINE

I. Position Information

- A. Position Title
- B. Your complete name and local address (in city of employment if applicable)
- C. Complete name of employing organization, address and phone
- D. Name of unit or department to which you are assigned
- E. Name of the organization's cooperative education coordinator
- F. Name and title of your unit's chief officer
- G. Name and title of your immediate supervisor

NOTE: Be sure to include a form of address for each person, i.e., Mr., Ms., Dr., etc.

II. Responsibilities

- A. List your primary and secondary responsibilities.
- B. Identify those that are different from the previous term.

VII. Progression

- A. Discuss how your job has developed since your initial employment.
- B. Have new duties or increased responsibilities affected your personal confidence and career development?

VIII. Academic Relevance: What relationships do you see between your work experience and the development of your professional problem solving abilities?

- A. Coursework:
 1. Describe a problem you solved or a project you worked on and analyze what took place from your first involvement to the point of solution.
 2. Seek to identify the logical steps that took place and explain why things happened as they did. (The size of the problem is not important as your explanation and understanding of the process.)
 3. What was the final impact of your solution?
- B. Professional Literature:
 1. Read at least one article from two (2) separate professional/technical journals or other publications relevant to your problem discussed above.
 2. Compare and contrast the major points in each article with the procedures you utilized in solving your problem.
 3. Include a bibliography for articles utilized.

IX. Beneficial Suggestions

- A. Did you and/or your co-workers submit a proposal based on the solution to this (or any other) problem?
- B. If so, did you or your co-workers receive an award or recognition of any type?
- C. Please attach a copy of any suggestions submitted.

X. Future Projections

- A. Describe your job search preparations to date. At a minimum, specifically address network development, information gathering, and skills identification.
- B. Describe how you are integrating your co-op experience into your job search preparations.

EVALUATION INSTRUCTIONS

A CAP Student Evaluation and a Supervisor Evaluation is required to complete your work report. Links to these evaluations will be sent directly to your email address from Laura Czerniak in the Career Management Center a few weeks prior to the report due date. Each evaluation is to be completed **ON-LINE**. The Engineering Career Management Center will receive a copy of each evaluation electronically and will send it with your report to your academic department for grading. If you have questions about this procedure, please contact the Engineering Career Management Center Office. You are required to complete the Cooperative Education Program Evaluation found in this packet and submit it with your report.

The Career Advantage Program includes a guaranteed Practicum component. A practicum is defined as a practical work experience relevant to one's major. Cooperative education meets all the requirements of the Guaranteed Practicum component, and therefore, when the term practicum is used in the student and supervisor evaluations, it means co-op. Similarly, if you are in an internship developed by the Career Management Center, it also qualifies, and the term, practicum, means internship.

The question on the CAP Student Evaluation concerning a written component of your practicum refers to the co-op report that you are required to complete each work term for the University. Therefore, the answer is "yes" to this question.



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REPORT COMPLETION CHECKLIST

- _____ 1. Report is in proper format for this work term.
- _____ 2. Report addresses each question of the format.
- _____ 3. Bibliography page is provided for articles.
- _____ 4. Report cover sheet has supervisor certification statement signed by supervisor.
- _____ 5. Supervisor Evaluation has been completed on-line.
- _____ 6. Student Evaluation has been completed on-line.
- _____ 7. Copy of report on a disk is included.
- _____ 8. Report and all attachments are in binder provided by the Engineering CMC. (If you don't have the binder, we will give you one when your report is submitted).

Please contact Susan Craig at scraig@odu.edu or 683-5341 if you have any questions.