A report describing the Cooperative Education experience is due at the end of your work semester, preferably during finals week. If you are unable to submit it at that time, you can submit it no later than two weeks into the next semester. Students who are graduating must submit it two weeks prior to the end of your work term. Your co-op report may be emailed to eminta@fit.edu.

TECHNICAL FORMAT

1. Report content should be at least three pages, but not more than six pages. Project materials (charts, graphs, etc.) may also be included, but do not count towards the 3–6 page requirements.
2. Student and employer information listed on cover sheet.
3. Number pages in the upper right hand corner.
4. Set 1-inch margins.

REPORT TOPICS TO BE INCLUDED

The Career Management Services staff and the Co-op Faculty Adviser for your academic department must be able to determine the relevancy and applicability of your co-op experience to accurately grade you. Be specific and address the following items in your report: what you did, how you did it, and how it was appropriate to your degree program. The following items may help guide you as you write your report.

1. Introduction: Briefly describe your overall cooperative education experience for the total work period. Include information about the company/agency and the department where you worked including a description of the products or services they provide. Also, provide information about how the company/agency treated co-ops and interns. Some items to address: Did they provide training and orientation or were you on your own? Did you have a mentor? Were there other co-ops/interns working with you? Did the company provide special activities for co-ops/interns?

2. Responsibilities: Tell us what your job duties and responsibilities were during your co-op term. You can be specific and technical since your faculty adviser will be reading the report. Other items to address: How much direction or training were you given? Were you responsible for projects on your own? Did you work with others on a team?

3. Relevancy of experience: Were your experiences related to your major and career goal? Did the experience help you to identify areas of special interest and requirements for further educational development? Will this experience assist you in making your remaining academic program more significant?

4. Job Satisfaction: Was the employment satisfying on both an individual and total program basis? Has this experience helped clarify career goals?