

The Co-op Experience Outcomes Paper

Guidelines:

1. Expected length is 8-10 pages; journaling helps you write this paper.
2. Due as close as possible to the end of your work term, but **no later** than the last day of regularly scheduled classes.
3. Academic credit and grade (satisfactory/unsatisfactory) will **not** be sent to University Registrar unless this report is submitted.
4. Submit one copy to co-op faculty advisor and one to CAP Office (please attach completed Student Evaluation Form to the CAP office copy if you did not fill out the evaluation online).

For Initial Co-op Experience (Co-op 300):

As with any paper you submit for credit, it is expected that you adhere to correct grammatical form. Reviewing this material from time to time during your work assignment will help you to write your paper in a timely fashion. Please answer the following ten questions specifically and thoroughly.

1. Job Description: Describe in as much detail as possible your role and responsibilities. Did your actual job differ from the job description you had prior to working? If so, how did it differ?
2. Describe the employing firm. What product(s) is made or service(s) rendered?
3. Give a detailed description of the employing department, and where it fits in the organizational structure.
4. Describe the general educational/professional level of your work associates. Discuss the characteristics, traits and skills you observed to be needed by professionals in your field.
5. Describe the supervision that was provided. What kind of instruction, assistance and consultation did you receive? Was there a review process other than the MU employer evaluation? Did you find the evaluation helpful? Why or why not?
6. Did you have the opportunity to closely interact with co-workers? Were they helpful? Describe any opportunities such as networking or social/cultural events, which were available to you as a result of this experience.
7. Describe the most outstanding events that occurred during your co-op. Were there any problems encountered and, if so, what strategies were used to solve them? What was your greatest accomplishment? How did you achieve it?
8. Give examples of course work that relates to your job. Describe how the job contributed to your education. Was it academically relevant? Identify courses that you wish you had taken or plan to take as a result of this experience.
9. Identify/explain any personal or career decisions that you have made as a result of this experience.
10. Were you satisfied with your co-op choice? Explain. Describe any changes that you would recommend in the current policies and operation of the Co-op program. Please be constructive and frank.

For Subsequent Co-op Experiences (Co-op 400, 500):

Select a topic that is mutually agreed upon by the employer, co-op faculty advisor and you. The topic should be an extension of your current learning experience and research it in depth.

Possible Departmental assignments:: Writing a journal or log; writing a mid-term report, a research paper and/or completing a special project; additional faculty contacts; oral presentations.