

REPORT FORMAT

A report on the Co-op experience should be submitted (electronically with a hard copy) within one month of the completion of the training. The report must be original and produced using a word processor, spreadsheet, or any other software package. All Figures should be drawn using a computer-based graphics package, e.g. AutoCAD, with proper numbers and captions. Tables must also be numbered and properly titled. The report must include all essential activities as indicated below.

1. Report Cover Page

The cover page should include: Title, Trainee's name, College, Department and Major, training venue, Date of submission

2. Table of Contents

This section should include the contents of the report: Section number and pages.

3. Report Summary

This section should include a brief summary of the overall experience and the major activities accomplished.

4. Tasks Accomplished

This section should include as many sections as deemed relevant to the work done. The following are examples of sections that may be included.

4.1 Task 1

4.1.1 Objectives

This section should state clearly the objectives of task 1.

4.1.2 Duration

Time spent on the task.

4.1.3 Description

This section should briefly summarize the task.

4.1.4 Outcome

This section discusses the outcome of the task as it relates to benefiting the employer at solving a problem and to the enhancements of the trainee's skills, attitude, or outlook.

4.2 Task 2

This section should state clearly the objectives of task 2.

4.2.1 Objectives

This section should state clearly the objectives of the task.

etc.

5. Conclusions and Recommendations

In this section, provide your concluding thoughts on the experience, tasks accomplished and recommendations to the employer to improve the systems, services, or operations you worked on and to the University to improve the Co-op experience in the future.

6. Reference

List the books, websites, magazine articles, catalogues, etc. that were used to obtain information cited in the report.

7. Appendices

This section should include reference materials such as specifications, detailed drawings, photos, etc.