



University of Dayton
**School of
Engineering**

Engineering Co-op Program Completed Work Term Report Guidelines

Student Name: _____

Academic Major: _____

Student ID Number: _____

Employer Name: _____

Completed Work Term Number: _____

Date: _____

TWO COPIES OF THIS REPORT ARE REQUIRED: ONE FOR YOUR EMPLOYER and ONE FOR OUR OFFICE. Completed report to be submitted through Isidore by the assignment due date to obtain a satisfactory grade for the co-op work term.

The Engineering Co-op Program wants every participant to have an academically and personally rewarding cooperative education experience. Please use these guidelines to complete the report appropriate for the work term number you have completed (Work Term 1- Work Term 5). Each report will be at least three pages and contain the topic reflection as well as the following information:

- Company description including products or services, geographic work site and additional locations and operations.
- Work assignment description including specific tasks or project assignments.

Work Term 1 – COP-101 or COP-501

Reflection:

As you have completed your first co-op work assignment and experienced professional life, how has the concept of professional and personal success changed for you?

1. Which professional skills have you discovered most important during your work term?
2. Which of your gifts and talents were most frequently used during your work term?
3. Please describe your most rewarding and joyful experience.
4. Please describe your most challenging experience.
5. What suggestions or recommendations would you make as a result of your work experience?

Work Term 2 – COP-201 or COP-502

Reflection:

As you have completed your second co-op work assignment and experienced more professional life, how have you changed your vision of personal and professional growth?

1. Which communication skills have you discovered most important during your work term?
2. Which of your gifts and talents were most frequently used during your work term?
3. How did your second work term differ than your first?
4. What suggestions or recommendations would you make as a result of your most recent work experience?

Work Term 3 – COP-301 or COP-503

Reflection:

As you have completed your third co-op work assignment and experienced various roles as an engineer, how has your understanding of professional success changed since your first work term?

1. Please describe your goals for personal and professional development as you approach graduation.
2. Please describe your plan to meet your goals.
3. Please describe your most rewarding and joyful experience.
4. Please describe your most challenging experience.
5. What suggestions or recommendations would you make as a result of your most recent work experience?

Work Term 4 – COP-401

Reflection:

As you have completed your fourth co-op work assignment, please describe the specific skills or attributes you can now offer to prospective employer that you most likely could not have gained without your co-op experience.

1. Which of your gifts and talents were most frequently used during your work term?
2. What advice would you offer or share with a student who is considering working as a co-op?
3. Please describe how your approach to education has included your co-op experience.
4. What suggestions or recommendations would you make as a result of your most recent work experience?

Work Term 5 – COP-404

Reflection:

When you first entered college, how did you picture your life would look at the age you are today?

1. What looks the same and what looks different than you imagined?
2. What do you imagine it might look like 10 and 20 years from today?