

STUDENT WORK REPORT

Co-Op Student Information

Date: _____

Student Name: _____

Student Signature: _____

Student Email: _____

School/Discipline: _____

Please circle your current work session:

➤ 3-session – 1 2 3

➤ 5-session – 1 2 3 4 5

Co-Op Employer Information

Does the Work Report contain Proprietary Information? Y or N
(please circle one)

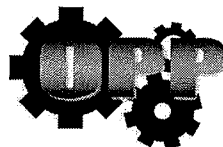
May Purdue post the Work Report on the OPP website? Y or N
(please circle one)

Co-op Employer: _____

Supervisor Name: _____

Supervisor Signature: _____

PROFESSIONAL PRACTICE (CO-OP) PROGRAMS



Electrical and Computer Engineering Professional Practice Report Format Requirements

All students returning from a professional practice work assignment must submit a report to the ECE Undergraduate Office no later than Friday of the first week of classes after the work assignment.

Only one report is needed if this was a 2 term work assignment.

There are no additional reporting requirements for students enrolled in ECE 396.

The title page must contain all the information shown on the sample title page (attached). The body of the report must have 1 inch margins all around, use 12 pt Times Roman (or similar) font, and be single spaced. It must contain the following sections. The section title should be in bold font and left justified. Two blank lines should follow each section and one blank line between paragraphs, as below.

Company Description

This section should cover the history of the company and the products and services that the company provides. You may copy this from earlier reports and update as necessary. (200 – 300 words)

This section should also contain a description of your placement within the company for this work assignment. (100 - 200 words)

Work Description

This should be a description of the work you performed during this work session. It should give the reader a good idea of your duties and achievements in the work session. (200 – 300 words)

Work Responsibilities

This section is to be completed only by students returning from their second or later work session. Please describe how the responsibilities you were given this work session differed from the prior work session. (100 - 200 words)

Use of Prior Coursework

Identify and describe how knowledge and skills obtained from the courses you have taken to date were useful to you in this work assignment. (100 – 200 words)

New Knowledge and Skills Acquired

Briefly describe any new knowledge and/or skills obtained during the work session. A similar question is asked on the “Work Session Record & Evaluation,” please expand upon that here. (100 – 200 words)

Future Plans

Describe how this work experience has affected your future academic plans (i.e., your choice of electives, perception of the importance of required courses, post-graduate study, etc.) and/or your career plans. (100 – 200 words)

Awards and Honors

Please list any awards or honors you received during this work session.