

### Work Report Instructions

#### Why the Report?

There are several reasons for requiring a written report. Primarily the report is intended to be a presentation of your work activity. This may be in the form of one or more projects. Excellent examples of the expected form are the articles in publications. Naturally, the experience of constructing such a paper will enhance your ability to specify a problem in a complete, but concise manner. The report is also an opportunity to evaluate your own experience. To be specific, you must examine in depth some phase of your work experience.

#### Report Content

**Internship:** The work report should be an overview of your entire experience. Use the Co-Op instructions for guidance.

**Co-Op:** The work report for the first period should deal largely with your new employer. It should show your relationship within the organization, give plant locations, and indicate products and processes, which are a part of the employer's operations, company affiliates, and similar information. In a separate section give a brief description of your first work experience. In your second through fourth work periods your reports should indicate a higher level of technical proficiency. In addition to the report on your technical work, you will be expected to devote a separate section to the manner in which your work experience has contributed to your professional development. During your last work period, in addition to the technical content, we would be interested in your comments regarding the worth of the Co-Op experience to you. We would also like to have any suggestions you may have for improving the Purdue Co-Op Program.

#### How to Write It

Two things should be avoided. Be careful neither to discuss or criticize fellow employees nor to reveal proprietary information the company does not want to release. It is possible to write about a part of a project without divulging its overall nature. "Remember that the report must be approved and released by the employer prior to submission to Purdue." If you are working on a sensitive project, discuss it with your supervisor and your Purdue Faculty Coordinator.

Your report will be read by your superiors. In addition to its technical content the report will be evaluated on organization and the use of good English. Write the report as if you were submitting it to a reader who has no prior knowledge of your company or its products. In short, make the distinction between an inter-office memo and your report before you begin to write. Start out by orienting the reader. Supply enough background, without compiling a technical glossary, for the reader to immediately identify the problem and form a valid mental picture. The primary concern of your paper is to relate your work experience in a factual manner. Of course, your report involves a considerable degree of personal involvement so don't obscure the writer behind the page. Your paper should have a personality, an indication of your touch, just as you have a unique personality. You may write in the first person, but you will find later that this is not considered the best practice. Spelling, punctuation, and clearly expressed ideas are indications of general competence. Remember, keep the reader in mind as you write. It isn't unusual to write several drafts before making the final copy - and don't forget to proofread!

#### Format

Observe the following guidelines in preparing your report: Type on 8 1/2 x 11 white paper.

Provide a title page with your name, the company name and address, the number and time of the work period, approval signature of a company official, and the campus address to which you are returning. Include a table of contents and an introduction explaining why the report was written and what the body of the report contains: where and with whom the Co-Op employment took place.

Describe the department, its functions, duties and responsibilities. Give the details of your project(s) in the body of the report, including your duties and responsibilities, the manner of execution, and results. Suggestions for further work on the project may also be included here.

If you have any supporting material, which you have found helpful and to which you wish to refer in the body of your report, include them in an appendix.

A one-page summary on a single loose sheet should be placed inside the front cover of the folder in which your report is bound. We use this summary of your experience in order to counsel prospective Co-Op students. Essentially, it should be a condensation of your work session report. **REMEMBER, CHECK WITH YOUR COORDINATOR FOR THE DUE DATE OF YOUR REPORT!**

## STUDENT WORK REPORT

### Student Information

Date:

Student Name:

Student Signature:

Student Email:

School/Discipline:

Please circle your current work session:

- 3-session –
- 5-session –
- Internship –

### Employer Information

Does the Work Report contain Proprietary Information?

May Purdue post the Work Report on the OPP website?

Employer:

Supervisor Name:

Supervisor Signature: