

## **Student Co-op Technical Report Guidelines and Grading Information**

Department of Aerospace Engineering  
Texas A&M University

Congratulations on your co-op assignment! The grade for your co-op semester will largely be determined by the quality of the written technical report you provide describing the work completed. Below is information to help you prepare and submit necessary forms and reports. General guidelines and information about the co-op program can be found at the Career Center's Co-op website. Please note that directions or guidelines included below override more general guidelines for reports and provide additional information on other items.

### **Co-op Advisors**

Please note that Dr. Shryock serves as your Co-op Faculty Advisor for reports and work experience related documents and/or concerns and will issue the grade for the course. Departmental undergraduate academic advisors assist on matters related to the curriculum, degree plans, and other administrative items pertaining to the co-op program.

### **Co-op Technical Report**

Generally, it is expected that your report will reflect your actual work experience. It is recognized in some cases the project may be subject to an employer's proprietary information, which can limit what you are allowed to disclose. If proprietary details prevent disclosure of a significant fraction of the co-op work experience, you may opt to write an engineering research report with approval of your co-op faculty advisor.

Students are required to complete a co-op technical report for each co-op term (even back to back terms). Each co-op report must be significantly different. If this is not possible due to the nature of work or similar tasks in a previous co-op term, you must contact the co-op faculty advisor for an option related to an engineering research report.

Any report submitted should follow the guidelines of good report writing. Furthermore, proprietary factors notwithstanding, there should be adequate engineering details presented such that key motivation, approach, findings, and recommendations can be understood by someone with a general technical background but who is not necessarily an expert in your specific focus area. Such details may require additional independent literature research on your part in order to effectively communicate these points.

### *Report Format*

- Cover Page (formatted as in subsequent example on Page 3)
- Abstract (one paragraph summary describing what, why, how, and results), p. i
- Table of Contents, p. ii
- List of Figures, p. iii
- List of Tables, p. iv
- Discussion Section – Start numbering this section with Page 1 or p. 1. The length of this section should be 10-15 double spaced pages, including figures and/or tables. The font should be 11 pt using Times New Roman or equivalent, and margins should be a maximum of 1". The text should be divided into and labeled with the following sub-sections: Background, Objectives, Activities and Results, and Conclusions. This discussion should provide a clear and convincing presentation of your goals, activities, and accomplishments during the co-op experience. Keep in mind this is an engineering technical report and should be reflected in your work.

- References – Need a minimum of five references with at least two of the five being a ‘library’ (book or technical paper anyone could find through a library) reference; not all references can be company documents or personal communication.
- Appendix (if appropriate)

### *Submitting Report*

All materials must be submitted electronically as one ‘pdf’ document to Dr. Shryock (kshryock@tamu.edu). Please label your document with your last name as the first part of the file name: ‘Jones-Semester-20XX-Co-op-Report.pdf’. This single file must contain: (1) co-op technical report (with cover page signed by your supervisor), (2) co-op work experience evaluation form, (3) employer evaluation form, and (4) employer assessment of academic preparation form. Forms (2)-(4) can be obtained from the Career Center’s Co-op website. Please also use the same naming convention for the title of your e-mail with this document attached.

Since many of you will have a substantial amount of time remaining in your co-op term after the submission deadline posted by the Co-op Office, it may make more sense for you to submit the report closer to completion of your work term. There is no grade penalty associated with submitting your report after the deadline listed. There is the possibility of additional processing time required to assign your grade. If grading is not completed prior to university grading deadlines, an incomplete grade will be given. Grades will then be updated accordingly.

**TITLE**

by

Student's Name

Department of Aerospace Engineering  
Classification (Junior, Senior, etc.)  
Co-op Work Term (First Co-op Work Term, etc.)  
Company Name  
Semester and Year

Presented to  
Dr. Kristi Shryock  
Texas A&M University  
Date

Approved by:  
Supervisor's Signature  
Supervisor's Name  
Supervisor's Title  
Company Name  
Company Address  
Supervisor's Phone Number  
Supervisor's E-mail Address

## Co-op Report Grading Summary

**Student's Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Semester:** Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ **Year:** \_\_\_\_\_

**Co-op Term:** First \_\_\_\_ Second \_\_\_\_ Third \_\_\_\_ Fourth \_\_\_\_

Format and Style	Points Available	Points Earned
Overall appearance and neatness	5	
Headings and subheadings appropriate to content; figures and illustrations labeled and cited correctly; reference sources cited and listed in a consistent format	5	
Spelling, grammar, and punctuation correct; sentence structure and paragraphs fully developed	10	
Content and Structure		
Overview of topic area, 'big picture', provided	5	
Objectives clearly stated and include why they are important	5	
Engineering approach and techniques clearly explained	30	
Results clearly presented and discussed	25	
Reasonable statements of fact with logical conclusions presented	10	
All terms in equations clearly defined; minimal use of jargon with all acronyms defined	5	

\_\_\_\_\_ Date report submitted

\_\_\_\_\_ Work Experience Evaluation attached

\_\_\_\_\_ Evaluation of Co-op Student attached

Overall evaluation of student's performance:

\_\_\_\_\_ Excellent Performance

\_\_\_\_\_ Above Expectations

\_\_\_\_\_ Met Expectations

\_\_\_\_\_ Below Expectations

\_\_\_\_\_ Employer Assessment of Academic Preparation attached

Report Includes (all must be checked for report to be graded):

\_\_\_\_\_ Signed/Approved Cover Page

\_\_\_\_\_ Objectives

\_\_\_\_\_ Abstract

\_\_\_\_\_ Activities and Results

\_\_\_\_\_ Table of Contents

\_\_\_\_\_ Conclusions

\_\_\_\_\_ List of Figures and/or List of Tables

\_\_\_\_\_ References

\_\_\_\_\_ Background