

TEXAS A&M UNIVERSITY  
COLLEGE OF ENGINEERING  
GUIDELINES FOR *ENGINEERING* CO-OP REPORTS

**GENERAL GUIDELINES**

Before each Co-op term, you must register in the Co-op Office for ENGR 385 (1 credit hour) and pay the appropriate tuition and fees. Failure to register and pay fees may result in loss of student status and Co-op position. Students who do not register and pay will be blocked.

See your faculty Co-op advisor for questions about report requirements and academic credit.

**SUBMISSION OF DOCUMENTS**

All documents must be submitted each term in order to receive academic credit. Keep a copy of the report for your records in case it should get lost in the mail.

Send to Faculty Co-op Advisor\*:

- ☞ Co-op Report
- ☞ Addendum
- ☞ Employer Evaluation (Blue Form)

✉ Mail to:  
(Your Faculty Co-op Advisor)  
Department of (your major)  
TAMU  
College Station, TX 77843

Send to Co-op Office:

- ☞ Addendum-submit on-line
- ☞ Employer Evaluation

(No copy of Co-op report)

✉ Mail to:  
Department of Experiential Education  
Cooperative Education  
Texas A&M University  
209 Koldus Building  
1476 TAMUS  
College Station, TX 77843-1476

You may pick up the graded copy of your report from your faculty advisor when you return to campus.

\***MECHANICAL ENGINEERING** students should also include the Yellow Student Evaluation with the information submitted to the Faculty Advisor. As with all other students, a copy of this form will be due to the Co-op Office upon your return to campus.

**DUE DATES**

Specific due dates are published in the Cooperative Education Course Requirements assignment packet and the web.

Co-op reports must be postmarked by the due date to be considered on time. Late reports may cause your grade to be lowered, so contact your **faculty Co-op advisor** prior to the due date if you need an extension.

Failure to submit a Co-op report will result in an incomplete (I). If the incomplete is not changed by the end of the semester, it will be changed to failing (F) by the registrar.

## STUDENT EVALUATION

A student evaluation (yellow form) of your Co-op experience does not have to be shared with your employer. Turn this form in within *two weeks* of returning to campus, and provide us with a current local address.

## PLAGIARISM

If plagiarism is discovered, you will be dismissed from the Co-op program and be subject to further disciplinary action by the University. You must also be sure that your report does not contain proprietary company information.

## TECHNICAL REPORT REQUIREMENTS

Your Co-op report may be either a research or a work experience paper. Check with your faculty advisor for specific requirements. The research paper topic must be related to your major, but does not have to be directly related to your Co-op assignment. A work experience paper should be an in-depth study and analysis of your Co-op job experience.

Both types of technical reports should include all the following elements:

### General Format:

- double-spaced on 8 1/2 x 11 inch paper
- 1 inch margins, left justified
- 5-15 pages in length
- staple in upper left corner (no binders or folders)
- use italics rather than underlining
- table of contents, abstract, etc. should be numbered i,ii, etc. and the introductory section should begin with the arabic numeral 1.

### Title Page:

- see example included in guidelines
- MUST INCLUDE SIGNATURE OF SUPERVISOR

### Abstract:

- brief summary of entire paper
- statement of objective
- summary of conclusions
- separate page, 100 words or less

### Table of Contents:

- list each major division and appropriate page number

### List of Illustrations:

- list of Figures
- list of Tables
- include in Table of Contents

**Introduction:**

- begins development of paper
- contains relevant history of topic

**Body:**

- "Body of Paper" should not be used as a title
- contains the argument and supporting data
- may contain various headings as well as figures and tables

**Summary and Conclusions:**

- summarize technical information, not just feelings or opinions about Co-op job experience
- should not introduce new information

**References:**

- MUST be included
- may include in-house reports, interviews, phone calls, company manuals, etc.
- follow example provided in guidelines

**Appendix:**

- contains proofs, figures, drawings which are subordinate to the main argument but are needed as supporting documentation and explanation.
- must be referred to in body of paper and should be labeled appropriately and listed in the Table of Contents.

## **REFERENCE EXAMPLES**

Periodical: Robert Hall, "Power Rectifiers and Transformer," Proceedings of the IRE, pp 1512-1518, Nov 1993.

Book: D.E. Wooldridge, The Machinery of the Brain, McGraw-Hill, New York, NY, pp 50-533, 1992.

Article: Ralph Larson, "The Awakening of a Giant," Careers and the Engineer, pp 16-18, Fall 1993.

Interview: Brad Lawrence, Project Manager, XYZ Corporation, Personal interview, February 1994.

## **ADDENDUM**

The addendum is a summary of your work experience and will be used to provide information to students who are considering your employer for a Co-op job.

# **FUNDAMENTALS OF CATHODIC PROTECTION**

A Research Paper

by

John H. Smith  
Industrial Engineering Department  
Classification (Junior, Senior, etc)  
Third Co-op Work Term  
(Company Name)  
Spring, 20--

presented to

(Faculty Advisor)  
Texas A&M University

December 2, 20--

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Approved by:  
(Supervisor)  
(Supervisor Title)  
(Company Name)  
(Company Address)  
(Supervisor's Phone)