

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

Dr. Andy Banerjee

Phone: 979-845-5110

Fax: 979-847-9005

Email: banerjee@tamu.edu

Credit: Three terms of ENGR 385 (Co-op) will substitute for a Technical Elective.

Obligation: You must complete all of the Co-op terms stated in your commitment to the Co-op office and to your employer.

Prerequisites: Minimally ENTC 181 and ISEN 220. However, to be an effective employee you will need more Industrial Engineering course work. All sophomore courses should be completed and at least ISEN 303 and ISEN 315 should be taken before the second cooperative work period. Departmental approval is required for students not satisfying the minimal requirements.

The Report

1. The Report will be a work experience paper unless prior approval is obtained from the department.
2. The Report will follow the guidelines provided by the Co-op office. The Report will contain a Title Page, Table of Contents (separate page), Table of Figures (separate pages), Body of Report, and Bibliography. A reasonable length is upwards of 5 pages for the Body of Report. Attach supplemental information in an appendix.
3. The Report, Supervisor's Evaluation, and Addendum are **due** in the Department of Industrial and Systems Engineering office **on the due-date** provided by the Co-op office. A late report will result in a lower letter grade for the course.
4. The course grade is based almost entirely on the quality of the report; however, a one-letter grade deduction will be made if the evaluation and/or addendum are not provided.
5. Failure to provide a report will result in a 'F' grade.

Helpful Guidelines and Suggestions

1. Keep a daily journal. Record your target activities, activities completed, problems encountered, success and failures, and other details. Update your report weekly. At the end of the term, you will have to just edit your document to complete the Report.
2. Meet with your supervisor shortly after you start on the job. Inform him/her about the due date for the report. Find out how much time your supervisor needs to perform the evaluation and sign-off on the report. Do not wait until the last minute. This scheduling issue is not a valid excuse for a due-date extension.
3. Do not use USPS Priority Mail or two-day delivery to send your report in the last minute. Texas A&M University is a like a medium sized city; mail of any form must pass through the University mail system resulting in a delay of at least one day. Courier services such as FedEx, UPS, and DHL are much more reliable and faster, and packages sent through them do not pass through the University mail system. Better yet, send the report early!
4. You can call or email me to ask questions and provide updates. I do like to hear from you. Extensions will not be granted unless there are extenuating circumstances beyond your control. Please call to verify that your package has been received.