

TEXAS A&M UNIVERSITY
COLLEGE OF *SCIENCE, GEOSCIENCES, AND VETERINARY MEDICINE*
GUIDELINES FOR CO-OP REPORTS

GENERAL GUIDELINES

Before each Co-op term, you must register in the Co-op Office for BIMS/SCEN 392/492 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.

A Co-op report, employer's evaluation (blue form), student's evaluation (yellow form), and addendum are required for each Cooperative Education work term in order to receive academic credit. An explanation of each document is included in this package.

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-Mail Stop #

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.

DUE DATES

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

EMPLOYER EVALUATION

An Employer's Evaluation (blue form) of your performance is required. Ask your supervisor to complete the form and discuss it with you so it can be mailed by the due date. If your supervisor chooses not to review the evaluation with you, he/she can mail the form directly to the faculty advisor and the Co-op office.

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.

CO-OP REPORT

The Co-op report should be a technical report of approximately 5-10 pages. Follow the enclosed guidelines for the cover sheet and staple the paper in the upper left-hand corner.

Objectives:

- (1) Provide experience in library-type research
- (2) Broaden knowledge of the work performed or some related topic
- (3) Assist in learning and improving written communication skills

If this is your first work term, the report should contain the following in the order listed:

- (1) **TITLE PAGE**- includes the signature of your supervisor to indicate approval of the report (see sample)
- (2) **TABLE OF CONTENTS**- includes each major division and location by number excluding title page
- (3) **ABSTRACT**- a brief summary of information in the report. It should be approximately 100-200 words in length and should summarize the material in short, specific statements. This is not an introduction, but a summary. The abstract should be written last.
- (4) **INTRODUCTION**- includes background information and an introduction to the report
- (5) **BODY OF REPORT**
- (6) **CONCLUSION**- includes one to two paragraphs summarizing the report
- (7) **REFERENCES**- optional
- (8) **APPENDIX**- optional. References to any appendix must be made in the report text.

If this is your second, third, or fourth Co-op assignment, your paper should represent an extension of the first work term report. Identify a particular organization function or activity to describe and analyze. Demonstrate an in-depth study on a topic aligned with your academic studies and/or work assignments. Consult with your supervisor regarding suggestions for a topic and for assistance in acquiring necessary information. The key focus is that you demonstrate an in-depth study.

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.

TITLE OF PAPER

A Research Paper

by

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

presented to

(Faculty Advisor)
Texas A&M University

(date)

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