

CO-OP REPORT INSTRUCTIONS

1. Complete the Cover Sheet for your report.
2. Attach 1 copy of the following completed student forms:
 - Student's Evaluation of Employer (must be signed by Supervisor)
 - Student's Evaluation of the Co-op Assignment's Contribution to the Student's Engineering Education
 - Student's Evaluation of Academic Preparation
3. Attach 1 copy of the following completed supervisor forms: (During the last week or two of your assignment, ask your supervisor to evaluate you and your academic background. An evaluation interview involving you and your employer is encouraged.)
 - Supervisor's Evaluation of Cooperative Education Student
 - Supervisor's Evaluation of Student's Academic Preparation
4. Complete a 2-3 page report using the format outlined below. Report must be **double spaced** and **typed**.
5. Turn in completed Co-op Report to 159A Stocker by the specified deadline.

GUIDELINES FOR COMPLETING STUDENT REPORT

Type your name, major, assignment number, and co-op quarter in the top right-hand corner. (e.g. John Doe, EE #3, Summer '00).

Include the following sections (use these headers!):

Introduction

Company and locations; department and name of supervisor; principal tasks or projects assigned; brief description of duties.

Engineering overview

Success toward achieving assigned tasks; problems encountered and their solutions; lessons learned in engineering, economics or management, especially those that would not be easily learned in a classroom setting.

Relationship of work site experience to classroom/laboratory experience

How did your work site experience relate to your classroom/laboratory education? What can you bring back to the College as a result of this experience that will affect the classroom/laboratory experience for yourself and others? To what extent did your classroom/laboratory experience contribute to your success at the work site? Explain.

Conclusion

Was the experience a success from your viewpoint? Did the company profit as well? What was the best thing you did for the company during the co-op period?

Please proofread and correct your co-op report prior to submission. Your report may be returned to you for correction if it does not meet faculty requirements in appropriate use of grammar and correct spelling.

FAILURE TO SUBMIT THE COMPLETED CO-OP REPORT WILL RESULT IN A GRADE OF "F".

Ohio University
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Cooperative Education
Stocker Center 159A
Athens, OH 45701
(740) 593-1618
FAX: (740) 593-4960

CONFIDENTIAL

Work
Term #

(1st, 2nd, 3rd, etc.)

Training Report Cover Sheet

Name _____ PID # _____

Major _____ Student's E-mail Address _____

Expected Date of Graduation _____ Circle Rank: Sophomore Junior Senior

Employer _____

Employer's Address _____

_____ Tel. # _____

Supervisor & Title _____

Supervisor's E-mail Address (if available) _____

Date Started Work _____ Date Completed Work _____

Rate of Pay \$ _____/hr. Gross Income per Month \$ _____/month

Quarter Returning to Worksite (QU_____ AY_____) (QU_____ AY_____) (QU_____ AY_____) (QU_____ AY_____)

QU= Quarter (F, W, SP, SU)

AY= Academic Year

NOT TO BE FILLED IN BY STUDENTS

Date Report Submitted _____

Training Credit Recommended by _____ DATE _____

Training Credit Approved by _____ DATE _____

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Student's Name & Major _____

Circle Rank: Sophomore Junior Senior

Student's Evaluation of Employer

Student _____

Employer _____ Location _____

Quarter _____ Work Term # _____

Instructions: This evaluation will benefit employers as well as future students. It is suggested:

1. *Keep your emotions, which might be quite personalized, separate from your observations of people and processes.*
2. *Elaborate on this evaluation, if you wish, in your co-op report.*
3. **Discuss this evaluation with your supervisor.** It is expected that your supervisor will also discuss the evaluation of your performance. (Only the Co-op Staff will review specific ratings.)

Please indicate your response to the following factors using this scale:

SA=Strongly Agree; A=Agree; N=Neither Agree nor Disagree; D=Disagree; SD=Strongly Disagree; NA=Not Applicable

Provides educationally meaningful experience	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Provides progression in responsibility consistent with student growth	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Fellow workers are friendly and cooperative	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Supervisory staff is reasonable, sincere, and fair	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Employer derives maximum use of student personnel	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Opportunities with employer after graduation are very good	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Overall evaluation of this assignment is very positive	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA

Have you and the employer reached agreement about a return to the organization? If so, what is your understanding?

Signed _____
 Immediate Supervisor or personnel officer Date

Signed _____
 Student Date

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Student's Name & Major

Circle Rank: Sophomore Junior Senior

Student's Evaluation of the Co-op Assignment's Contribution to the Student's Engineering Education

In an effort to assess how this cooperative education assignment has contributed to your overall engineering education, we are requesting your assistance in providing evaluations of the following competencies using this scale:

SA=Strongly Agree; A=Agree; N=Neither Agree nor Disagree; D=Disagree; SD=Strongly Disagree; NA=Not Applicable

This co-op assignment provided the following competencies:

Ability to apply knowledge of mathematics, science, and engineering	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to design and conduct experiments, analyze and interpret data	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to design a system, component, or process to meet desired needs	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to function on multi-disciplinary teams	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to identify, formulate, and solve engineering problems	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
An understanding of professional and ethical responsibility	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
An ability to communicate effectively						
- interpersonal skills	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
- formal presentation	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
- technical writing	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
A broad education necessary to understand the impact of engineering solutions in a global and societal context	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
A recognition of the need for, and an ability to engage in, life-long learning	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
A knowledge of contemporary issues	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA

Was your co-op assignment oriented to your overall engineering education?

What software programs did you use while co-opping?

What, if any, changes would you like to see implemented by your employer to better prepare future student for their engineering education?

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Student's Name & Major

Circle Rank: Sophomore Junior Senior

Student's Evaluation of Academic Preparation

In an effort to assess your **academic preparation** for this cooperative education assignment, we are requesting your assistance in providing evaluations of the following competencies using this scale:

SA=Strongly Agree; A=Agree; N=Neither Agree nor Disagree; D=Disagree; SD=Strongly Disagree; NA=Not Applicable

My academic program preparation provided the following competencies for my co-op assignment:

Ability to apply knowledge of mathematics, science, and engineering	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to design and conduct experiments, analyze and interpret data	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to design a system, component, or process to meet desired needs	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to function on multi-disciplinary teams	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
Ability to identify, formulate, and solve engineering problems	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
An understanding of professional and ethical responsibility	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
An ability to communicate effectively	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
- interpersonal skills	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
- formal presentation	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
- technical writing	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
A broad education necessary to understand the impact of engineering solutions in a global and societal context	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
A recognition of the need for, and an ability to engage in, life-long learning	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
A knowledge of contemporary issues	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA

Is your academic program oriented to the particular needs of your employer?

What, if any, changes would you like to see implemented in the curriculum to better prepare future students for your employer?

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Student's Name & Major

Circle Rank: Sophomore Junior Senior

Supervisor's Evaluation of Cooperative Education Student

Student's Name _____ Work Quarter _____ (F, W, SP, SU) _____ (YEAR)

Employer _____

INSTRUCTIONS: *The immediate supervisor should evaluate the student objectively. Please compare this student's performance with that of other students of comparable academic levels and co-op work experience. This information will not affect the student's final grade or academic status. Only the student and the co-op staff will review specific ratings.*

RELATIONS WITH OTHERS

- _____ Exceptionally well accepted
- _____ Works well with others
- _____ Gets along satisfactorily with others
- _____ Some difficulty working with others
- _____ Works very poorly with others

ATTITUDE—APPLICATION TO WORK

- _____ Outstanding in enthusiasm
- _____ Very interested & industrious
- _____ Average in diligence & interest
- _____ Somewhat indifferent
- _____ Definitely not interested

JUDGMENT

- _____ Exceptionally mature
- _____ Above average in making decisions
- _____ Usually makes the right decision
- _____ Occasionally uses poor judgment
- _____ Consistently uses bad judgment

DEPENDABILITY

- _____ Completely dependable
- _____ Above average in dependability
- _____ Usually dependable
- _____ Sometimes neglectful & careless
- _____ Unreliable

ABILITY TO LEARN

- _____ Learns very quickly
- _____ Learns readily
- _____ Average in learning
- _____ Rather slow to learn
- _____ Very slow to learn

QUALITY OF WORK

- _____ Excellent
- _____ Very good
- _____ Average
- _____ Below average
- _____ Very poor

ATTENDANCE: _____ Regular _____ Irregular

PUNCTUALITY: _____ Regular _____ Irregular

OVERALL PERFORMANCE:

--	--	--	--	--

Outstanding

Very Good

+ Average -

Marginal

Unsatisfactory

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**Supervisor's Evaluation of
Cooperative Education Student**

(Page 2)

What traits may help or hinder the student's advancement?

Help:

Hinder:

Types of work assignments completed:

This report has been discussed with the student? Yes _____ No _____

Signed _____ Date _____
(Immediate Supervisor)

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Supervisor's Evaluation of Student's Academic Preparation

In an effort to assess the student's academic preparation for this cooperative education assignment, we are requesting your assistance in providing evaluations of the following competencies using this scale:

SA=Strongly Agree; A=Agree; N=Neither Agree nor Disagree; D=Disagree; SD=Strongly Disagree; NA=Not Applicable

The student has demonstrated the . . .

This co-op assignment provided the following competencies:

Ability to apply knowledge of mathematics, science, and engineering	<input type="radio"/> SA	<input type="radio"/> A	<input type="radio"/> N	<input type="radio"/> D	<input type="radio"/> SD	<input type="radio"/> NA
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Does it appear that this student's academic program is oriented to the particular needs of your organization?

What, if any, changes would you like to see implemented in the curriculum?

Please return to the student or mail to the address above.