

# UTA Engineering Co-operative Education Program

## SUMMARY REPORT GUIDELINES

**Every co-op student is required to complete a Summary Report at the end of the third work tour.** This report is a detailed documentation of work duties and experiences for all work tours. The Co-op Instructor uses this report to determine the final letter grade for the work experience. **The Summary Report is expected to be equivalent to a term paper.**

Summary Reports must include the following:

- A title page
- Table of Contents
- Introduction and overview of work locations/experiences.
- Descriptive summary of each work tour (devote at least one page for each work tour).
- Influence of work experience on academic studies (include specific examples as application).
- Strengths and weaknesses of the program.
- Expected graduation date and future plans (possibility of employment with company upon graduation).

The Summary Report must be:

- At least 5-8 pages in length
- Typed, not hand written
- Properly punctuated with perfect grammar.

### GRADING PROCEDURE

The grading procedure by the Co-op Instructor for completion of the Co-op Program is based on:

- Evaluation reports by the employer.
- Substantive information on your education and training with industry as presented in work reports from each tour.
- Grammar and quality of work reports.
- Summary Report structure, organization, substantive content, grammar and punctuation.
- Adherence to Engineering Cooperative Education Program guidelines.