**Final Co-op Report Instructions:**

The final co-op report is an opportunity for you to reflect on your work experience, and what you have learned from it. You report should begin with a cover page (example below). The body of your report should start on a new page. Sections in the body of the report must be double-spaced. The report (without the cover page) should be **4-5 pages** in length. This report is required to be completed for every co-op term a student is enrolled in ESC 300 or ESC 400.

Please follow the prompts below when creating your report. Note that the section V prompt will be different for each co-op term you complete, depending if you are on your first, second, or third co-op rotation. If you are taking ESC 300/400 beyond three rotations, you are allowed to skip this section.

If you are working at the same company, in the same role, for two consecutive semesters, or longer, you are allowed to request from your co-op advisor and faculty mentor/course instructor that you submit your final report at the end of your second co-op. If you choose this option, your faculty mentor/course instructor may choose to give you an “Incomplete” grade for your first co-op semester, until your report is completed and turned in at the end of your second co-op semester. If you choose this option, you will need to complete both prompts corresponding to the two co-op rotations you will be completing in section V of the report.

Reports may be redistributed to other Cleveland State University College of Engineering students, or to local companies that are interested in joining the Fenn Coop Program. Therefore, please ensure you are not including any confidential or proprietary information in your report. Finally, it is required that your site supervisor *review and sign* your report prior to submitting it on Blackboard.

**Co-op Report**

Cleveland State University Washkewicz College of Engineering (Academic Department)

Submitted in Partial Fulfillment of the Requirements of (Co-op Course Number – ESC 300 or ESC 400)

Employed By

(Company name) (Company location)

(Dates of Employment)

Course Instructor/Faculty Mentor

(Course Instructor/Faculty Mentor Name)

Prepared By (Your Name) (Submission Date)

Approval for Public Release:

(Site Supervisor Signature and Date)

1. General Information
	* Begin with general information about the company. This can include:
		+ The year the company was founded.
		+ The company size (small/mid-size/large, and number of employers).
		+ Company locations.
		+ What does the company specialize in? (e.g. what product(s) does the company develop, what do they manufacture, and/or what services do they provide)
	* Describe your position at the company, and what your general responsibilities were.
	* Explain how your work contributed to the company.
2. Objectives
	* Write a brief introduction about your stated objectives
	* List (in bullet or number form) your objectives from your Objectives Form.
	* Why did you choose to focus on these objectives for this semester?
		+ If you have completed a co-op rotation before, how are these objectives different from the objectives you pursued in previous semesters taking ESC 300/400?
	* How did you measure your progress towards these objectives?
	* What objectives did you achieve, and what objectives did you not accomplish?
		+ Please discuss why you believe you did or did not achieve these objectives.
	* If anything, what would you have done differently regarding achieving the objectives you set for yourself?
3. Technical Details

Make sure to have your supervisor review the report BEFORE submitting it for grading. Do not include any confidential information in your report. In doing so, please answer the prompts below to the best of your ability.

* + Report on your technical experiences, problems, achievements, etc.
	+ Describe your work, using any graphics, drawings, pictures, etc. that your Co-op employer deems public.
	+ Relate your experience to courses you have taken in your major at Cleveland State University.
	+ Discuss in what ways your work experience has, or will enhance your learning.
1. Development of Professional Skills
	* Describe how participating in the Co-op program has helped your professional growth
* What were your biggest challenges in the work environment and how did you respond to those challenges?
* List skills you relied on to complete your work assignments, both technical and non-technical
* Discuss ways in which your experience has affected your career path and/or career opportunities
* Share any lessons you learned that may help less experienced students
* Describe how you practiced written and oral communication at work
* Describe the team and leadership experiences you had
1. Co-op Rotation Prompt

What you write about in this section will be based on if you are completing your first, second, or third co-op rotation, while taking ESC 300/400.

1. *If you are on your fist co-op rotation*:
	* Please review the following article and answer the prompts listed below regarding **Organizational Culture**.
	* Article: “What is Corporate Culture?” - <https://ca.indeed.com/career-advice/finding-a-job/corporate-culture>
		+ Which type of culture do you think your company’s corporate culture most closely matches? Why?
		+ Do you feel like you fit in well with your company’s corporate culture? Why or why not?
		+ What type or corporate culture do you think you would prefer? Why?
		+ Overall, do you think your company fosters a positive corporate culture? Why?
2. *If you are on your second co-op rotation*:
	* Please review the following video and answer the prompts regarding **Engineering Ethics**.
	* Video: “Engineering Ethics – Crash Course Engineering #27” - <https://www.youtube.com/watch?v=5KZx81crb48&list=RDQMv28-mCltu08&start_radio=1>
		+ How do professional ethics affect your everyday work life while on co-op?
		+ Have you ever been involved in a situation that dealt with professional ethics?
			- If so, how was that situation handled?
			- How were decisions made pertaining to that situation?
			- What was the outcome of the situation?
		+ If you had to make an ethical decision related to work, what process would you use to make that decision?
		+ How have your two co-op rotations affected your knowledge and understanding of professional ethics?
3. *If you are on your third co-op rotation*:
	* Please review the video and answer the following prompts below regarding relating **Theory to Practice.**
	* Video: “A Robot that Flies Like a Bird” - <https://www.ted.com/talks/markus_fischer_a_robot_that_flies_like_a_bird>
		+ How has co-oping affected your understanding of the knowledge you gained in class?
		+ How has your coursework affected you acquisition of knowledge while on co-op?
		+ How have your co-op experiences, along with your coursework, affected they type of engineer you want to be?
		+ Like Festo did with their smart bird, how might you use theory throughout your career to make your visions, or the visions of the company that you are employed at, a reality?
		+ After completing your co-op rotations and receiving your undergraduate degree, how can you market what you have learned on co-op and in the classroom to potential employers?
4. Discussion and Conclusions
* Summarize how the work experience has affected your education and career goals to this point.