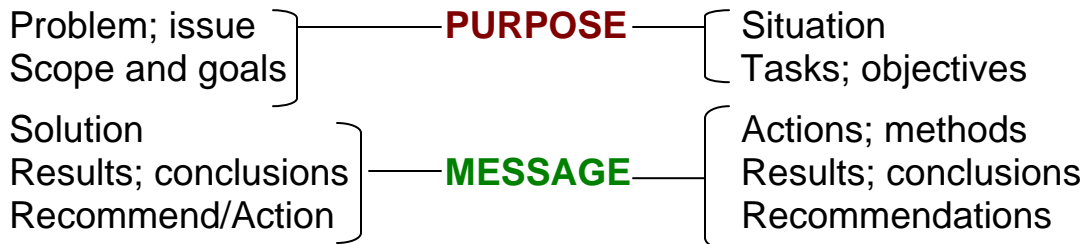


SUMMARY: CO-OP REPORT ORGANIZATION MODEL

Technical/Business

Co-op Project Report



Comments

1. This organization model defines the five major elements of your report. The generic technical/business model is on the left. The specific Co-op report model is on the right.
2. The **PURPOSE** section of your report discusses the situation (problem; issue) and specific tasks that you performed. This information creates a context or frame of reference for the reader. It prepares the reader for the new information that is to come.
3. The **MESSAGE** section describes: (1) the actions taken or methods used to address the situation; (2) the results obtained; (3) the conclusions reached based on the results; and (4) recommendations for future actions based on your work. This is new information to the reader.
4. Engineering is the application of science and technology to solve problems, develop new products, improve operations, and, in general, create new business opportunities. Consequently, your report should address not only the technical, but also the impact of these new technical findings (e.g., higher efficiency, lower cost, shorter schedule, better performance, etc.)
5. Since your co-op assignment should also be a learning experience for you, your report should note the new technology you learned, the new skills you developed, and the experience you gained. Perhaps this could be included as part of your conclusions.

Organizational Outline for Your Co-op Project Report

The outline form presented below will help you select and organize information for your report. Consider your readers' information needs; i.e., the kinds of questions your readers might ask about your project. This information will represent your report content. The estimated percentages in the right-hand column relate to the typical amount of content for each section. These percentages may vary, depending on your particular project.

SITUATION (Problem; Issue)	(10%)
Technical: •	
•	
•	
Impact: •	
•	
TASKS; OBJECTIVES	(10%)
Technical: •	
•	
•	
Impact: •	
•	
ACTIONS; METHODS	(45%)
Technical: •	
•	
•	
Impact: •	
•	
RESULTS; CONCLUSIONS	(20%)
Technical: •	
•	
•	
Impact: •	
•	
RECOMMENDATIONS	(15%)
Technical: •	
•	
•	
Impact: •	
•	

Co-op Project Report: Typical Content

SITUATION (Problem; Issue)

- Define the situation or issue; why it is important
- Describe the company and its operations; create the “context”
- Discuss important background; e.g., previous work in the same area

TASKS; OBJECTIVES

- Describe the scope of your work, in specific terms
- Define specific tasks you performed

Note: Provides a way to measure performance and serves to focus on your specific work.

ACTIONS; METHODS

- Describe the actions taken and methods employed
- Discuss the value of this specific approach
- Discuss engineering knowledge and new methods/skills applied

RESULTS; CONCLUSIONS

- Describe results achieved
- Discuss extent to which results met project objectives
- Discuss significance of the results -- to the project, company, you

RECOMMENDATIONS

- Discuss how the results/conclusions should be applied
- Discuss need for continuing work in this area

Note: How did this experience benefit you – technically and in terms of your expanded awareness of the engineering work environment?

