



## **University at Buffalo Engineering Co-op Program Important Details Summer 2008**

### **Initiate Contact with Your Co-op Faculty Advisor:**

- Complete and submit the **Work Assignment Objectives and Expectations Form** (Attached) to your advisor within your first week of employment
- Stay in touch with your advisor

### **Written Project Report Guidelines:**

- Reports will be up to 15 pages in length, double-spaced. Appendices or calculations may be included.
- Use the double five model to organize your report.
- Include an abstract in the front of your report. This abstract, or “executive summary”, must briefly tell “what was done, why it was done, how it was done, the main results and the significance of the results”.

**Before the end of the semester, submit the following to your advisor:**

**Evaluation of Student by Company Supervisor**

**Evaluation of Co-op Program by Student**

**Student Project Information Sheet for SPIR-  
[www.eng.buffalo.edu/spir](http://www.eng.buffalo.edu/spir)**

**Employer Satisfaction Survey**

**These are attached and available on the web at  
<http://www.eng-intern.buffalo.edu/forms/>**