

WRITTEN REPORT

A final paper about your Cooperative Education experience and your Program Evaluation, page 17, are worth 20 points of your final grade and must be turned in by the due date.

INSTRUCTIONS

1. Your report may be typed or neatly handwritten (at the discretion of your professor).
2. The report must begin with a separate **title sheet** which includes:
 - a) your name, b) the name of your Co-op professor, c) the date, d) your job title and company, and e) the two most challenging objectives covered in your report.
3. In addition to the title sheet, your report must be at least 2 pages.
4. When writing your report, you must respond to the questions in the **Content** section below.
5. Make a copy of your report for yourself. Please do not put the report in a folder – just staple! Hand deliver your report to your professor, your professor's mailbox as directed, the Co-op Office in Building 13, Room 124 , or better yet, just email it to your professor. You can also mail it to Coop Ed, Cañada College, 4200 Farm Hill Blvd., Redwood City, CA 94061, or fax it to 650.306.3282.
5. Your report will be graded for content, grammar, punctuation and spelling.

CONTENT – Include all of the following information in your report:

1. Write a brief, clear statement which explains the connection between your current job duties and your academic major and/or long-range career goals.
2. Select your **two most challenging objectives** and explain:
 - a. How did you select these objectives?
 - b. What steps did you go through to accomplish them?
(Explain the steps; don't just list them. Note problems you encountered and how you handled them.)
 - c. How were these objectives valuable to you and your company as it related to your work
(improved efficiency, improved job skills, etc.)?
 - d. How were these objectives valuable to you personally (developed better work habits, helped you get a promotion, etc.)?
 - e. If you were starting this course again, how would you improve the writing and implementation of these objectives?