



## Term Report Outline

### I. **CONTENT**

- A. First Paragraph - state the company for which you are working and provide a brief background (location, size, products).
- B. Provide a summary of significant tasks and accomplishments during the work period. Include specific projects, as well as duties and responsibilities related to these projects.
  - You may also provide samples of your work (graphs, photographs, etc.).
  - Check security provisions with your company before submitting these items.
- C. Report must be double spaced and a minimum of 4 - 6 pages or more.
- D. Students on second or subsequent assignments:
  - 1. Brief summary of duties performed during previous work period (e.g., relocation to different plant and/or department).
  - 2. An up-to-date description of your current work assignment and duties (e.g., major and minor projects).

### II. **SUMMARY OF SIGNIFICANT ASSIGNMENTS**

- A. Explain how the duties and responsibilities of your primary co-op projects relate to your academic major.
- B. Relate the benefits of your co-op experience(s) to your future education and career plans.

### III. **GRADING**

- A. When your report is received by the Career Center, it will be forwarded to your **Academic Advisor** who will review it for technical writing skills, grammar, punctuation, etc., and assign a grade of Satisfactory or Unsatisfactory.
- B. Reports assigned an Unsatisfactory grade may be returned for correction at the discretion of your academic department.