

## COOP WORKBOOK AND REPORT 1

Dear Student:

Two requirements of your Cooperative Education assignment each semester are a carefully completed COOP Workbook and a COOP Report. The purpose of the workbook is to serve as a planning, reporting, and evaluation tool for your COOP work experience. The report allows you to use the knowledge and experiences you have gained as a cooperative education student to analyze, interpret, and evaluate situations that are similar to those you might encounter throughout your occupational career. (Of course, the report also serves as one phase of the evaluation process.)

Remember that your responses in the workbook, as well as the report, are very important and you **should strive to make them representative of your quality of performance.** Address each response item thoughtfully and thoroughly. (Represent yourself and your curriculum area well!)

### COOP REPORT 1

Your topics for your report are listed below. You should respond to all of the questions and situations presented.

1. Your report must be typed in Arial 12 pt font.
2. Use the default margins, which are 1-inch on all sides.
3. Type the question, single-spaced at the top of the first page. Return twice and start your response.
4. The response to the question should be **NO LESS THAN** two pages for each topic. The response to the question must be typed double-spaced.
5. Your report must have a cover sheet. The cover sheet should include the following items of information, arranged as indicated so as to have a neat appearance:

(return 6 times before typing)

**COOPERATIVE EDUCATION REPORT** (return 2 times)

Course Title, Report 1 (return 12 times)

Your Name (return 2 times)

Place of Employment (return 2 times)

Date (return 12 times)

Your Major, Semester (return 2 times)

Coordinator: Mrs. Sue Champion

Your COOP Workbook is due in my office by **Friday, July 24** at noon and your COOP Report is due in my office by **Friday, July 31** at noon. (Be sure to make at least one copy of your report for yourself.) If you wish to mail your report to me, send it by regular mail only.

Mrs. Sue Champion  
Northwestern State University  
College of Business  
101E Russell Hall  
Natchitoches, LA 71497

Mail your report early enough to arrive at NSU by **the due date**.

**COOPERATIVE EDUCATION TOPICS  
FOR REPORT 1**

Respond to all topics. Begin each topic on a separate page (no less than two pages, doubled spaced, for each topic.) Type the question at the top of the page single-spaced before beginning your answer.

1. Describe or list the job skills you have "put to use" this semester. Did you learn these and related skills and knowledge primarily on the job or in your classes and labs at school? How important do you believe coop experiences are for supplementing your school studies? Are there advantages and/or disadvantages to cooperative education or classroom preparation for a career?

Begin the next question on a new page:

2. Discuss at least three technical skills, people skills, attitudes or thought processes you have learned in your cooperative work experiences that you probably would not have learned in traditional classroom/lab courses.

Begin on a new page:

3. Discuss how you believe your cooperative work experience will affect your employability or employment status when you complete your degree program at NSU. Include, but do not limit your discussion to, reasons why you believe that coop work has made you more employable than you would have been if you had not had these experiences.