

Due by Dead Day (in spring or fall semester) or the last day of classes of the summer session enrolled.

Co-op/Internship Term Paper Outline

All papers must conform to the following outline. Papers not addressing one or more of the following items will be revised by the student to include those missing before credit will be granted. Papers should be typed and free of grammatical and typographical errors. Use 12-point font, 1.5 line spacing, and 1" margins. Papers must be a minimum of 3-5 pages in length.

TITLE PAGE

- Your name, student ID#, and e-mail address
- Classification (sophomore, junior, etc), Major
- The semester for which you are receiving co-op credit
- The company name, address, phone number, and title of your position

BACKGROUND

Provide a paragraph description of your company and the division in which you worked. Describe the primary products or services that this company provides/ delivers. Describe how your division contributes to the company, and describe features of your company that distinguish it from other competitive companies in the field.

Provide another paragraph detailing your job description for the position in which you held. The description should include the name and title of your immediate supervisor, the primary duties that you were responsible for, and any additional duties that you were assigned.

LEARNING OBJECTIVES

List the 3 learning objectives that **you and your supervisor agreed** upon at the beginning of the semester. Provide a **one paragraph explanation** for each learning objective discussing the opportunities you were given and state whether or not you did or did not meet that learning objective.

ADDITIONAL EXPERIENCES

If there were additional responsibilities assigned to you, if you were given opportunities to learn things that were outside the scope of your original objectives, then summarize these things in this part of the paper.

CONCLUSION

Summarize how this experience has contributed to your career development. Did this experience clarify the type of work that you are interested in? Did the experience build upon some of what you have learning in your course work? Which courses were useful backgrounds for performing your work and for understanding the business?