Job Summary Guidelines

Job Summaries are an important part of the Co-op selection process. Providing an honest, thorough evaluation of your entire experience will allow future students to make informed decisions on the positions that interest them the most. Please consider the following guidelines and components in creating your job summary.

Guidelines:
- Summaries should include a heading with your Name, NetID, Major, Employer, Term
- Summaries should be 1-3 pages
- A summary must be written at the end of each Co-op term.

Please review this summary with your Supervisor. Your Supervisor will then indicate on the Assessment of Student Performance that it has been approved.

Components
Please incorporate any of the following components into your Co-op Job Summary. If there is anything else that may be beneficial to prospective students, be sure to include it as well. All job summaries will be made available to the public and therefore should contain no proprietary information.

A. Co-op Work Assignment
   What were technical functions of your working group and what was its relationship to the general organization of the company?
   What major projects or activities did you work on?
   How was training provided (e.g. Orientation, readings, etc.)?
   Did you have an assigned mentor? Who did you generally approach with questions?

B. Assessment of Learning and Development
   What is the relationship of your work activity to your educational background and career interests?
   What did you learn about the profession of Engineering and professional culture?
   How did this position influence your professional development?
   How did this position influence your personal development (e.g. relationships with others, taking responsibility, etc.)?
   If you were to go through the same experience again, what would you do differently and why?

C. Life Out-side of Co-op
   What recommendations do you have for finding housing in the area?
   What do you recommend for transportation?
   What opportunities exist for social activities?
   Did the employer offer opportunities for community service or athletics?

D. Evaluation
   What were the best features of this job and why?
   What were the worst features of this job and why?

E. Additional Info.
   Include any additional information that you believe would be useful to students interested in working with this employer or in this location.