Learning Outcomes Guidelines:
During each Co-op term students should meet defined learning outcomes (below) and establish their own.

* At the beginning of each term students formulate learning outcomes in cooperation with their supervisor.
* At the end of each term progress toward meeting the agreed-upon learning outcomes is evaluated.
* These assignments are required for successful completion of the Cooperative Education Program.

Cornell University Engineering Standard Co-op Learning Outcomes:
After completing the Engineering Co-op program at Cornell University, students will demonstrate the ability to:

- apply classroom knowledge to actual work situations
- effectively communicate verbally and in writing
- design and conduct experiments: analyze and interpret data
- design a system, component, or process to meet desired needs
- function as part of a multi-disciplinary team
- identify, formulate, and solve engineering problems
- understand and apply professional and ethical responsibility
- understand impact of engineering solutions in global/societal context
- recognize the need for, and engage in lifelong learning
- understand contemporary issues
- use techniques, skills, and modern tools for engineering practice
- utilize job search skills: resume, interview, decision making skills
- develop professional contacts
- receive/apply feedback constructively: take initiative professionally.

Questions to help develop good learning outcomes:
- What specific knowledge or skills do you hope to gain?
- What responsibilities/experiences will help you to attain goals?
- How will the development of these learning outcomes relate to your major and career goals?
- What do you hope to learn about workplace culture and organizational structure?

Qualities of good academic learning outcomes:
* Describe specific results or outcomes you plan to accomplish on your work term. (Test objectives by asking, “what will this look like?”)
* Describe learning experiences you hope to have on the job.
* Relate to your major, minor, work assignment, industry, personal development, or career development.

Steps for establishing learning outcomes:
1. Meet with your supervisor during the first two weeks of your work term. Create and discuss your learning outcomes to see which can be met and how they tie into your job responsibilities
2. Complete this form: List the top three Learning Outcomes that you will thoughtfully pursue.
3. Submit your learning outcomes to engr_coop@cornell.edu within the first three weeks of your work term.

**NOTES:**
- It is important that students keep track of their assignments. While the Co-op Program office tracks completion of assignments as they are received, it becomes very difficult to manage emails and inquiries when students do not keep track of the assignments they have submitted.
- Students should create a folder on their computer in which to save completed assignments.
- Assignments are expected to be completed and submitted on time.
- The preferred format for submitting completed assignments, when applicable, is via email and in .pdf format.
- Refer to the Co-op website and the Work Term Checklist to keep yourself on track with your assignments.

I have reviewed the Learning Outcomes Guidelines and notes listed above:
I accept responsibility for maintaining assignment copies for my own records and for submitting assignments on time. I understand that I may contact the Co-op office with questions or concerns I have.
Today’s Date: ________________

Student Information

First Name: ________________
Last Name: ________________

CHID: ________________
NetID: ________________
Major: ________________

Co-op Work Assignment Information

Current Work Period: _____ Spring Fall Summer

Employer: ____________________________

Division: ____________________________

Supervisor Name: ____________________________

Phone: ____________________________

Top three Learning Outcomes for current term:

1. ____________________________________

2. ____________________________________

3. ____________________________________

Co-op Coordinator/Human Resources

Name: ____________________________

Phone: ____________________________