

## Cooperative Education – Practicum III Writing Guidelines

### OBJECTIVE

The purpose of the final paper is to review the co-op experience and explain how learned theories and principles were applied in the workplace. Final papers supply Career Services staff, college administrators, and faculty with the student's evaluation of the complete co-op experience.

### FORMAT REQUIREMENTS

#### **Title Page** (See Figure 1)

The title page must include the following:

- ✓ Submitted in partial fulfillment of requirements for Co-op Practicum I, II, or III
- ✓ Course Number (ECO 4001/TCO 4001/MCS 4001)
- ✓ Co-op Advisor (Refer to Syllabus)
- ✓ Co-op Work Semester (eg. Fall 2011)
- ✓ Technical Report
- ✓ Student's Name
- ✓ LTU ID# and two-letter major (eg. ME)

#### **Table of Contents**

- ✓ The table of contents should include the entire main heading and the first sub-heading. The items of the table of contents should be worded exactly as they appear in the headings of the paper. Give the page number to the right of each item in the table of contents.

#### **Figures and Tables**

- ✓ Figures and tables are frequently used in technical writing to aid the reader's comprehension and to present large amounts of data. All figures and tables in the body of the paper should be mentioned in numerical order.

## CONTENT

The final paper must include the following:

### Part I

#### ✓ **Introduction**

- Introduce what you will discuss in the body of the paper. (1 ½ -2 pages)
- Provide a brief description of your work experience from Co-op Practicum I to Co-op Practicum III.
- Provide a smooth transition to the “Discussion”, where you describe co-op assignments or projects.

#### ✓ **Discussion**

- Must be able to explain at least two different co-op assignments or projects (HINT: Refer to previous co-op assignments and Learning Outcomes from Co-op Practicum II):
  - Describe a co-op assignment or project you felt most proud of and/or felt received the most valuable theoretical and practical experience. (3-4 pages)
  - Describe a co-op assignment or project you felt that did not meet your expectations and/or provided a lesson learned. If any, please make sure to provide recommendations for improvement in the next section. (3-4 pages)

#### ✓ **Recommendations/Conclusions**

- Provide recommendations for co-op assignments or projects discussed in the paper with constructive criticism. (2-3 pages)

### Part II

Throughout your co-op experience, you’ve learned valuable real-life lessons in the workplace. Whether you learned how to network with professionals in your desired field or encountered difficult challenges with your supervisor, your experience helped prepared you to become an influential professional in your career. If you haven’t started yet, you should be preparing a career plan that will allow you to make effective career decisions and help develop your professional character.

Tell us your career plan from the end of your third co-op practicum to beyond graduation. Explain your career aspirations and goals after graduation. There is no need to write this part of your paper according to the Rubric writing guidelines. You may write in first tense, “I”, to better express your thoughts completely. You might want to ask yourself the following questions:

- ✓ What are my next steps after graduation?
- ✓ What are my career goals that I plan to achieve 1 year after graduation? 5 years after graduation?
- ✓ What will I need to do to achieve my goals?
- ✓ How do I plan to measure my career goals?
- ✓ Where do I want to be in next 5 years? (Whether it's location, industry, change of career, etc.)
- ✓ What influenced me to choose \_\_\_\_\_ (eg. Biomedical Engineering, Architectural Engineering, etc.) at LTU?
- ✓ How do I fit in this industry (eg. manufacturing, service, government, etc.) as an influential professional?

I encourage you to expand your thoughts other than the questions listed above to better evaluate your career planning. The purpose of Part II is to determine if you need assistance from the Office of Career Services. Our staff can assist you with resume building, effective job searching techniques, interviewing strategies, networking, and more career guidance. Our office is open alumni to provide you with life-long career guidance. So, if you have any questions regarding your career planning, please do not hesitate to reach the Office of Career Services.