

ECE 2990 Cooperative Education Final Paper

Purpose: In order to evaluate the effectiveness of your Cooperative Education experience, you are required to submit a paper describing how the experience enhanced or contributed to your overall education.

Requirements: The final paper must cover items 1, 2, 3 and 4 listed below, in meaningful terms specifically related to the experience. The bullet topics should be included where appropriate.

The paper must be between 5 and 7 pages in length, formatted as: 8.5×11”, 1” margins, single-spaced, 12 pt Times Roman font or equivalent. Figures and tables are strongly encouraged as appropriate. Please remember that all figures have captions; tables have headings. Both should be numbered and called out in the text itself. Figures and tables should be placed within the text, not appended.

1. Briefly describe the company with whom you were engaged:
 - Name, address, and type of business
 - Department assigned to
 - Name of immediate supervisor & contact information
 - Other individuals you reported to and/or interacted with often
2. Describe the functions you performed for the company. Be specific about:
 - Tasks
 - Positive experiences
 - Negative experiences
 - What you gained from this experience
3. Describe your preparation for the co-op experience:
 - Your evaluation of the co-op office
 - Your curriculum, course
4. Conclusions
 - Did the co-op experience meet your expectations – explain.

Forward your paper to the Department Chair, Dr. Brad Bazuin (brad.bazuin@wmich.edu) and cc the ECE academic advisor, Dannielle Curtis (dannielle.m.curtis@wmich.edu). If email is not feasible contact the ECE office at 269-276-3150 for instructions. Your supervisor must also complete a form located at https://www.wmich.edu/ece/docs/internship_coop.docx and forward this directly to both the department chair and the ece advisor. You may not transmit that form – it must come from your supervisor directly.

Process: A letter grade will be assigned by the instructor of record. 10 points are allocated to general writing style, and 10 points allocated to technical details (in particular, items 1-4 above). Your supervisor’s evaluation counts as 5 points. The following grading scheme is generally applied, but breakpoints can be lowered at the discretion of the instructor.

90 – 100:	A
85 – 89:	BA
80 – 84:	B
75 – 79:	CB
70 – 74:	C
65 – 69:	DC
60 – 64:	D
< 60:	E