

Co-op Guidelines for Reflection Paper

Your Co-op grade for the semester will be determined by how well you organize and write your paper.

Reports will not be accepted without a cover sheet. Please read the following guidelines carefully.

The other part of your grade will be your Employer's evaluation of your job performance. Your evaluation is worth 80% of your grade.

Faxed Reports will not be accepted

Penalty for Late Report and Evaluation

A drop in letter grade for each day your report or evaluation is late.

**Career Services Office
Nashville State Community College
120 White Bridge Road S-206
Nashville, TN 37209
(615) 353-3248
coopprogram@nsc.edu**

✓ Cover Sheet

Your **cover sheet** must contain the following information.

- ◆ Cooperative Education Reflection Paper – Summer 2012
- ◆ Name
- ◆ A Number
- ◆ Major
- ◆ Your Job Title
- ◆ Employer (Company Name)
- ◆ Supervisor's Name
- ◆ Date Report Submitted

✓ Format and Length

The first paragraph of your Co-op paper should help the reader to understand the nature of your Co-op work experience. The paragraph should include:

- **Name of the business/company where you are employed on Co-op**
- **How many hours per week you worked during the semester**
- **Provide a brief description of your job responsibilities**
- **Remember**, to also focus on your **Learning Objectives** as listed on the **Learning Agreement**. This will provide you with the foundation information to begin the writing process. Devote a paragraph or more to **each** of the objectives.
The report should be typewritten and double-spaced.
- One (1) to three (3) typewritten pages are needed to adequately cover the topics.

✓ Grammar and Writing Style

The Co-op paper should describe your Co-op work experience in detail, be concise, and readable. Keep the reader in mind, and direct the paper's content to them. Follow the standard guidelines for writing a report.

Pay particular attention to the following:

- ◆ Correct spelling is a must. Points will be deducted from your grade for misspelling.
- ◆ Write the paper in **first person**, but avoid too many personal pronouns.
- ◆ Be specific by using concrete words. The reader must be able to understand the nature of your job.
- ◆ Avoid use of acronyms unless you first provide their meaning.

- ◆ Construct complete sentences using clauses, phrases and modifiers correctly.

✓ Topics to be covered

1. Explain how each of your **Learning Objectives**, as outlined on your Learning Agreement, was accomplished. If objectives were not accomplished, explain why. Identify tasks performed and tools and equipment used in developing this portion of your report. Remember, the reader must be able to understand the nature of your job.
2. Describe how your work assignment relates to your academic field. Tell how your work has helped you personally and professionally, and how you feel it will help you with your course work. Tell how your course work has helped you with your work experience.
3. Based on your work experience, describe how your work assignments have helped you in decisions concerning your career goals and ambitions.
4. Did you obtain certain goals?
5. Did something or someone impede you?
6. How did certain personalities interact (management-management, peers-management, etc.)?

✓ Check Your Report

Before submitting your Co-op report to the Career Services Office, be sure to check it carefully. Have someone assist you by reviewing your paper. We STRONGLY encourage students to have their papers reviewed by a tutor in the learning center prior to submission.