

TEXAS A&M UNIVERSITY
COLLEGE OF *AGRICULTURE AND LIFE SCIENCES*
GUIDELINES FOR CO-OP REPORTS

GENERAL GUIDELINES

Before each Co-op term, you must register in the Co-op Office and pay the appropriate tuition and fees. A list of the Co-op course sequence is included below:

<u>Semester</u>	<u>Course #</u>	<u>Credits</u>
1st Co-op term	AGLS 292	2
School	WFSC 481	1
2nd Co-op term	AGLS 392	2
School	WFSC 481	1
3rd Co-op term	AGLS 492	2
School	WFSC 481 (optional)	1

AGLS 292, 392, and 492 are the Cooperative Education courses required for Co-op credit. You will turn in a term paper which will be graded by your faculty advisor to receive a grade for this course. **WFSC 481** is a required one hour seminar after your first and second terms where Co-op students inform their classmates about their work experience. After the third work term, the seminar is optional.

Failure to register and pay fees may result in loss of student status and Co-op position. Students who do not register and pay will be blocked.

SUBMISSION OF DOCUMENTS

All documents must be submitted each term in order to receive academic credit. Keep a copy of the report for your records in case it should get lost in the mail.

Send to Faculty Co-op Advisor:

- ☞ Co-op Report
- ☞ Addendum
- ☞ Employer Evaluation (Blue Form)

✉ Mail to:

Your Faculty Advisor
Department of (your major)
TAMU
College Station, TX 77843-MS#

Send to Co-op Office:

- ☞ Addendum-submit on-line
- ☞ Employer Evaluation

(No copy of Co-op report)

✉ Mail to:

Department of Experiential Education
Cooperative Education
Texas A&M University
209 Koldus Building
1476 TAMUS
College Station, TX 77843-1476

You may pick up the graded copy of your report from your faculty advisor when you return to campus.

DUE DATES

Specific due dates are published in the Cooperative Education Course Requirements assignment packet and on the web.

Co-op reports must be postmarked by the due date to be considered on time. Late reports may cause your grade to be lowered, so contact your **faculty Co-op advisor** prior to the due date if you need an extension.

Failure to submit a Co-op report will result in an incomplete (I). If the incomplete is not changed by the end of the semester, it will be changed to failing (F) by the registrar.

STUDENT EVALUATION

A student evaluation (yellow form) of your Co-op experience does not have to be shared with your employer. Turn this form in within *two weeks* of returning to campus, and provide us with a current local address.

PLAGIARISM

If plagiarism is discovered, you will be dismissed from the Co-op program and be subject to further disciplinary action by the University. You must also be sure that your report does not contain proprietary company information.

TECHNICAL REPORT REQUIREMENTS

Your Co-op report may be either a research or a work experience paper. Check with your faculty advisor for specific requirements. The research paper topic must be related to your major, but does not have to be directly related to your Co-op assignment. A work experience paper should be an in-depth study and analysis of your Co-op job experience.

Both types of technical reports should include all the following elements:

General Format:

- double-spaced on 8 1/2 x 11 inch paper
- 1 inch margins, left justified
- 5-15 pages in length
- staple in upper left corner (no binders or folders)
- use italics rather than underlining
- table of contents, abstract, etc. should be numbered i,ii, etc. and the introductory section should begin with the Arabic numeral 1.

Title Page:

- see example included in guidelines
- MUST INCLUDE SIGNATURE OF SUPERVISOR

Abstract:

- brief summary of entire paper
- statement of objective
- summary of conclusions
- separate page, 100 words or less

Table of Contents:

- list each major division and appropriate page number

List of Illustrations:

- list of Figures
- list of Tables
- include in Table of Contents

Introduction:

- begins development of paper
- contains relevant history of topic

Body:

- "Body of Paper" should not be used as a title
- contains the argument and supporting data
- may contain various headings as well as figures and tables

Summary and Conclusions:

- summarize technical information, not just feelings or opinions about Co-op job experience
- should not introduce new information

References:

- MUST be included
- may include in-house reports, interviews, phone calls, company manuals, etc.
- follow example provided in guidelines

Appendix:

- contains proofs, figures, drawings which are subordinate to the main argument but are needed as supporting documentation and explanation.
- must be referred to in body of paper and should be labeled appropriately and listed in the Table of Contents.

REFERENCE EXAMPLES

Periodical: Robert Hall, "Power Rectifiers and Transformer," Proceedings of the IRE, pp 1512-1518, Nov 1993.

Book: D.E. Wooldridge, The Machinery of the Brain, McGraw-Hill, New York, NY, pp 50-533, 1992.

Article: Ralph Larson, "The Awakening of a Giant," Careers and the Engineer, pp 16-18, Fall 1993.

Interview: Brad Lawrence, Project Manager, XYZ Corporation, Personal interview, February 1994.

ADDENDUM

The addendum is a summary of your work experience and will be used to provide information to students who are considering your employer for a Co-op job.

TITLE

A Research Paper

by

John H. Smith
Wildlife & Fisheries Science Department
Classification (Junior, Senior, etc)
Third Co-op Work Term
(Company Name)
Spring, 20--

presented to

(Faculty Advisor)
Texas A&M University

(date)

Approved by:
(Supervisor)
(Supervisor Title)
(Company Name)
(Company Address)
(Supervisor's Phone)