



Co-op/Internship Semester Work Report

University of Evansville
Experiential Education Program

The Experiential Education program allows students to integrate classroom theory with practical experience in industry and business. In order to help the coordinating sponsor (Center for Career Development) evaluate your experience, it is important that you write a work report at the end of each work session. Failure to do so will result in a failing grade on your transcript.

Please attach report (two pages is sufficient) to your Experiential Learning Tab in UE JobLink. If you have questions or concerns about your co-op experience you are strongly encouraged to make an appointment with Mr. Gene Wells, Dianna Cundiff, Ms. Linda Wulf or Abby Michel by calling 812-488-1083.

We hope your co-op and internship experience will be a beneficial aspect to your life as a UE student.

Semester Work Report Instructions

Please complete this report in a Narrative Format, not a checklist.

Section I—Assignment Objectives

- a. Purpose of your Assignment
- b. Job Description Overview

Section II—Assignment Accomplishments

- a. What did you do to achieve your purposes or learning objectives/goals?
- b. How do you know that you achieved your learning objectives/goals?
- c. How did this type of work relate to the training you've received in class?
- d. What skills did you acquire or develop?
- e. Did you encounter something unexpected during your experience? How did you manage it?

Section III—Personal and Professional Direction-Setting

- a. After the experience, what are your short-term career/educational goals?
- b. After the experience, what are your long-term career/educational goals?
- c. Did you develop a strong professional network? How will you remain connected?
- d. How did this experience further your professional growth and development?
- e. How has this experience impacted your career path?