

MEMORANDUM

TO: Co-op/Intern Student

FROM: Chris Pearson
Co-op Coordinator

SUBJECT: **EVALUATION OF CO-OP/INTERNSHIP ASSIGNMENT(S)**

This is to remind you that the following is required of students each semester they are registered for Co-op or Internship credit:

1. **Two copies of a brief report** on your work assignment to include the following:
 - a) A brief report ((about 3 pages (including cover), typed, double spaced)) on what your duties consisted of during the semester.
 - b) Include what you did, i.e. jobs performed etc., and how they relate to your degree.
 - c) The report must be clear, concise, and in a format appropriate for the purpose.

2. **An evaluation from your supervisor** (*available online*) consisting of:
 - a) A completed and signed Co-op & Internship Evaluation Form (*Please provide your employer with a copy of, or the location of, this form. The employer can either return the form to you so that you can return it with the rest of your materials or submit it directly to the Co-op & Internship Program Office*)

The above documents must be received in the co-op office prior to the beginning of the last week in the semester in order to determine your final grade. The Co-op Office will forward one copy of your report to your Department Chair and one copy of the assignment report, and the employer evaluation, will be maintained in the Co-op Office. ***A copy of your report will also be available for future students interested in co-oping.***

The report and evaluation referred to in items 1 and 2 above are **required** for **each semester** you are enrolled in co-op/internship credit hours.

Please send the Co-op & Intern Evaluation and Report to:

Southern Illinois University Carbondale
College of Engineering
Attn: Chris Pearson
Co-op Coordinator
Mailcode 6603
Carbondale, IL 62901-6603

Please contact the Co-op & Internship Office at (618) 453-7155 or by email at cpearson@siu.edu with any questions.