STUDENT WORK REPORT GUIDE AND CHECKLIST

Instructions:

1. The student is required to write a report and present it to his or her supervisor for evaluation. The report must be presented in a professional format.
2. Once evaluated by the supervisor, the student is to submit the report and supervisor’s evaluation to the CEIP Office.
3. The Faculty Coordinator will then evaluate the report and, taking into account the supervisor’s evaluation, assign one of these grades: Excellent, Good, Satisfactory, Unsatisfactory.
4. Please follow the outline below – if the outline is not followed, the report will be returned and resubmitted.

- Title Page
- Name and major
- Date(s) of employment
- Number of the work session (Session 1, Session 2, etc.)
- Company name, location, and department
- Name of the CEIP supervisor(s)
- Body of report (minimum five pages) should include:
  - CEIP assignments listed weekly
  - Name(s) of peers, supervisors, colleagues with whom the student worked
  - Project name, outcome, completion, and any information deemed relevant
  - List positive/negative aspects about the experience
  - Review CEIP Learning Plan and discuss those skills and competencies acquired during the work session
  - Comment on the personal growth, professional development, and value of this CEIP experience
  - Identify goals for next work session
- Copies of designs, presentations, etc. included as appendices (with prior approval from the supervisor to ensure company policies are being followed)