

**COOPERATIVE EDUCATION
ACTIVITIES LOG AND SUMMARY**

BY

DEGREE

DIVISION

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG
300 CAMPUS DRIVE
PARKERSBURG, WEST VIRGINIA 26104**

DATE

COOPERATIVE EDUCATION ACTIVITIES LOG

To meet the requirements of Cooperative Education, you must keep a daily activities log; and upon completion, summarize your total co-op work experience. This report must be submitted to your faculty coordinator no later than the final week of your work experience.

It is used by your coordinator to verify that you are doing the type of work that will enable you to meet your learning objectives. As a general rule, you should list the activities you perform during each work day, and perhaps, show the connection between activities and the learning objectives which are listed on the Training Agreement. In the problem-solving section at the top of each page you might also mention problems you face, list techniques for solving them, and describe your involvement in unanticipated activities. With these dimensions, the log documents your ability to cope with the complexity of the specific position and predicts your ability to work successfully. Documenting your performance as you face the complexities of work should grant you a higher grade. In addition, the log will serve as a record for your co-op experience, a fairly complete record for reference when you begin to interview for permanent positions.

For this requirement, you may use the accompanying forms. Instructions for their use follow:

TITLE PAGE

1. Type, or print legibly, your full name as the author of the report.
2. Identify your curriculum and division by their proper titles. (i.e. Criminal Justice, Social Services).
3. Date the report using the date of completion.

ACTIVITIES LOG

1. Identify each week, using Monday's date.
2. Discuss any problem you may have had during the week.
3. Briefly outline, or list, your daily activities.
4. Briefly summarize your work experience each week.
5. Number each page in sequence.

SUMMARY OF TOTAL COOPERATIVE EXPERIENCE

1. TYPE a narrative report of your total work experience. Be sure to support general statements with specific examples.
2. Your summary must:
 - a. Describe the place you worked, the product it manufactures or service it renders (1/2 page)
 - b. Describe your specific function with the employer and how it contributed to the total operation (1/2 page.)
 - c. Describe how the work experience contributed to your education, how your skills and competencies were employed and how new knowledge or competencies were gained (1 page)
 - d. Give your over-all appraisal of the work experience. If the experience could have been improved suggest how (1/2 – 1 page)

Co-op Procedure Check List

- 1. Complete co-op application and return it to the Co-op Office.
- 2. Review the list of learning objectives and the Course Outline with your faculty coordinator. (You may have to provide a list of skills you anticipate learning during your co-op experience.)
- 3. Sign a Training Agreement and a copy of the Course Outline.
- 4. Register for the course at the Co-op Office.
- 5. Work on your Activities Log. You should list the activities you perform for the first 40 hours of your placement. Show the connection between your daily activities and the learning objectives which are listed on the Training Agreement. (Check with your faculty coordinator; he or she may have more specific instructions for completing your Activities Log.)
- 6. Be available for at least two job-site visitations. (Your faculty coordinator will schedule one at the middle of the course and one at the end of the course to discuss your progress with you and your job supervisor. Have your faculty coordinator show you the form to be used to record your progress.)
- 7. Be available for routine phone or on-campus conferences with your faculty coordinator. (Either you or your faculty coordinator may initiate these.)
- 8. Complete Activities Summary at the end of your placement. (This is a summary of your entire co-op experience; it should be a fairly polished piece of writing which will be kept on file in the Co-op Office. In addition, the summary should become a permanent reminder of your co-op experience, and you may want to use it during and interview for a future position.)
- 9. Deliver your completed Activities Log and your Summary directly to your faculty coordinator. No passing grade can be issued until these forms have been completed.
- 10. After you have received your letter with your grade on it from the Co-op Office, you may come in and pick up your Activities Log. If you don't, it will be destroyed after one semester.

ACTIVITIES REPORT for week of _____

WEEKLY PROBLEM SECTION

Identify a problem (for example, approaching a new task, approaching your supervisor, finding that you are unable to complete a task or process accurately or efficiently, finding that you have incomplete information or lack of experience, or finding that you are unable to communicate with a fellow employee or your supervisor):

Describe how you solved the problem?

What was the result?

What did you learn?

DESCRIBE ACTIVITIES PERFORMED

Monday

Tuesday

ACTIVITIES REPORT for week of _____

Wednesday

Thursday

Friday

Saturday

Summary

ACTIVITIES REPORT for week of _____

WEEKLY PROBLEM SECTION

Identify a problem (for example, approaching a new task, approaching your supervisor, finding that you are unable to complete a task or process accurately or efficiently, finding that you have incomplete information or lack of experience, or finding that you are unable to communicate with a fellow employee or your supervisor):

Describe how you solved the problem?

What was the result?

What did you learn?

DESCRIBE ACTIVITIES PERFORMED

Monday

Tuesday

ACTIVITIES REPORT for week of _____

Wednesday

Thursday

Friday

Saturday

Summary

SUMMARY OF TOTAL COOPERTIVE EDUCATION WORK EXPERIENCE
(2-3 typed pages)