ECGR 3695: Electrical Engineering Cooperative Education Seminar

Summer II 2010 deadline for report, presentation, signed form: August 2, 2010
Fall 2010 deadline for report, presentation, signed form: November 8, 2010
Spring 2011 deadline for report, presentation, signed form: April 11, 2011
Summer I 2011 deadline for report, presentation, signed form: June 20, 2011
Summer II 2011 deadline for report, presentation, signed form: August 1, 2011

Catalog Data: ECGR 3695. Electrical Engineering Cooperative Education Seminar. (1) Prerequisites: ENGR 3590 and permission of the ECE Department's co-op advisor. Required for co-op students during semesters immediately following each work assignment for presentation of engineering reports on work done the prior semester. Satisfactory/Unsatisfactory grading is used. May be repeated for credit.

Program Outcome: This course contributes to the development of competencies defined in Program Outcome (g).

Course Requirements
A written report and oral presentation of it that includes:
- Cover page/datasheet.
- Table of Contents.
- Supervisory review (the form attached should be used for this review).
- Report on your industrial experience.

The cover page/datasheet should include the following information:
- Report Title that includes your co-op company’s name (e.g., Power Engineering Co-op Experience at Duke Energy).
- Co-op Semester (also give co-op work starting and ending dates).
- Your name, major and school year (e.g., John Smith, Electrical Engineering Junior).
- Your supervisor’s name and title.
- Co-op work location.
- Co-op work period (e.g., two).
- Most recent title at your co-op company.
- Course number, title, & semester (e.g., ECGR 3695 “Electrical ….Seminar”, Spring 2011).
- Report due date.

The supervisory review should be completed by your supervisor indicating that he/she has reviewed your report. Do not delay the submission of your report beyond the due date for lack of the supervisory review; it can be added later.

Your report should be written and organized as any good report would. There should be an introduction, a body, and a conclusion. The introduction should include a brief description of the company and your position. The body of the report should describe your work experience. Begin with a clear description of what your job was, what you learned, and what you accomplished during this particular co-op work period. Discuss how your education prepared or did not prepare you for the co-op work requirements. Include any specific training you were given at the company. Your conclusion should compare/contrast your expectations from the co-op experience with your actual experience. Discuss your most and least valuable work experiences.

Slang and jargon should be avoided. When using an acronym, spell out the meaning (definition or explanation) the first time the acronym is used. Proofread your report and correct all typos/spelling errors. Submit a hard and electronic version of your presentation, report, and the signed Supervisory Review Form to Dr. Conrad (WH-210C, jmconrad@uncc.edu, 704-687-8597) by the deadline listed above. Oral presentation of your report is also required and will be scheduled after polling all students in the class for a suitable time.