*Co-op Report – Sample Format:*

## A. Title Page

## B. Introduction or Abstract
A brief synopsis of the report, usually one or two paragraphs in length.

## C. Table of Contents
A listing of the major parts of your report and the appropriate page numbers.

## D. Body of Report
A description of your work assignment. Sensitive or confidential material should be cleared with the employer. Illustrations, graphs, charts, and sketches are properly part of the report and may be placed throughout the text or included in an appendix and referenced. The report should establish a relationship between your academic program and your work assignment. Application of knowledge gained through coursework or related to coursework should be emphasized.

## E. Conclusion
This should include your personal reflection about the co-op's influence on your professional development and career objectives.

**SOUTH DAKOTA MINES**
An engineering, science and technology university