

End of Co-op Work-Term Instructions

Congratulations on completing a successful work term. I hope that you developed both technical and professional skills for which you will benefit in the short and long term.

The following are instructions for completing and submitting the appropriate documentation for your co-op course grade.

1. Please go to <http://www.placepro.com/students>, the Access Code for students is **mustangstudent**. Please log your **username and passcode to gain access to your student module**. If you do not know your passcode please contact me at khubbard@engr.smu.edu or 214-768-3033.
2. **You can complete the Student Evaluation on-line, due to some of co-ops reporting to multiple supervisor we've made the Supervisor evaluation accessible as a downloadable form.**
3. Please inform the Director of your **last day of work** for the term as soon as possible!
4. Please make an appointment with Kathy to schedule an "end of the workterm" meeting. Prepare an updated resume, a degree plan and work term summary report for submittal at this meeting. The work term summary report should be 1 to 3 pages in length and should contain the following:
 - your name
 - coop employer
 - your department or division
 - supervisor's name and title
 - workterm, ex. Spring 2004
 - a description of your duties and assignments
 - what you learned (even if you learned that you didn't like some assignments)
 - any special accomplishments

Please allow two to four weeks before your grade shows up on your passcode.