



Co-Op Student Reflection Paper Guidelines

The Cooperative Education (Co-op) course through the WSU Mike Ilitch School of Business allows you to gain practical/hands-on work experience, apply what you've learned in the classroom, and receive documentation of this experience on your transcript.

For this 0-credit course, you will be graded on a satisfactory (S) – unsatisfactory (U) grading scale. In order to receive an “S” in the appropriate co-op course (i.e. ACC 4500, FIN 4500, GSC 4500, ISM 4500, MGT 4500, or MKT 4500), you must complete a reflection paper based on the guidelines provided below. This paper must be submitted to the Career Planning and Placement Office via email (bizcareers@wayne.edu) by the deadline indicated on your signed Co-Op Student Agreement Form. This paper, coupled with the two survey evaluations completed by your Co-Op Supervisor, will determine your satisfactory (S) – unsatisfactory (U) grade in the co-op course.

Reflection Paper Guidelines

The purpose of this assignment is to articulate your work experience through the co-op program, express what you learned, and communicate how you applied the knowledge and concepts acquired through your coursework. This paper should be written as a 5-paragraph essay. The content of each paragraph is described below.

Paragraph 1: Introduction

Paragraph 2: Discuss your work experience through the co-op program (i.e. What did you do?; What was the experience like? Etc.)

Paragraph 3: Discuss what you learned throughout the co-op (i.e. Did you acquire new knowledge about your career field? Did you learn new technical skills, programs, or software? Did you learn more about professional business work environments? Etc.)

Paragraph 4: Discuss how you were able to apply your academic coursework within this co-op (What have you learned in your major courses that applied to the tasks performed in this co-op? Did the experience encourage you to learn more about a specific content area? Etc.)

Paragraph 5: Conclusion

It is expected that your paper will be comprised on professional, college-level writing. It should be at least 750 words in length and contain minimal typing errors. Failure to comply with the guidelines detailed in this document may impact your ability to receive a satisfactory grade in your co-op course.

If you have concerns regarding your writing skills, we encourage you to schedule an appointment with the [Wayne State University Writing Center](#) once you have worked on your reflection paper. If you have questions or concerns regarding the guidelines indicated above, please reach out to the Career Planning and Placement Office via phone at (313) 577-4781 or by email at bizcareers@wayne.edu.