STUDENT LEARNING OUTCOMES

Co-op is an opportunity to develop skills, abilities and behaviors through both hands-on learning and exposure to the professional work environment. The following skills and attributes are necessary for a successful career in business and industry and co-op is the time for the student to practice and develop them. Below are some suggested activities for developing these competencies.

SUGGESTED ACTIVITIES TO DEVELOP THESE COMPETENCIES:

Student Participation in:

- Departmental and company meetings
- Inter-departmental cross training
- Supervisor shadowing (ex. meetings, luncheons, technical presentations)
- Project responsibility (including hypothesis driven research)
- Additional technical training (ex. “Lunch and learn”, vendor presentations)
- Increased responsibility and challenge throughout the co-op assignment
- Networking with managers and employees
- Final assignment presentation

**Communication**
- Good listening skills
- Written and verbal communication
- Oral presentation

**Interpersonal**
- Approachable
- Respectful
- Maturity
- Self-awareness
- Diversity
- Motivation
- Honest
- Team player

**Leadership**
- Positive attitude
- Accountable
- Responsible
- Creative solutions
- Assume responsibility
- Build good relationships and networks
- Assesses the situation and appropriately communicates ideas and solutions
- Self-confident
- Apply academic coursework

**Technical abilities and knowledge**
- High quality work
Solutions are innovative and have lasting benefit

Applies course work and acquired skills to projects

Follows project guidelines

Learn skills necessary for job

**Thinking**

Critical thinking

Analytical skills

Open to learning

Innovative

Solutions-oriented

**Professional work skills**

Self managed learning

Adaptable

Results-oriented

Detail-oriented

Time management

Quality

Engineering and business ethics

Meets performances objectives, timelines and deadlines

Works within budget objectives

**Professionalism**

Communications

Follow through/ follow up

Business etiquette

Customer service, both internal and external

**Business Knowledge**

Customer focus

Organizational awareness

Supports business process and corporate objectives