

**Michael F. Price College of Business  
University of Oklahoma**

**Co-OP EXPERIENCE B AD 3700.015  
SUMMARY REPORT GUIDELINES**

At the conclusion of the Co-OP experience each student is required to submit a paper covering his/her experience. The purpose of the paper is to give you, the student, the opportunity to put your Co-OP into perspective. The nature of the paper and its scope will depend on your individual Co-OP experience. In some cases an elaboration on one or more of the projects you have been responsible for during your Co-OP experience may form the basis of the paper. The Summary Report is due within 1 calendar week after the conclusion of the Co-OP experience unless the IC has agreed to another due date in writing.

**FORMAT FOR SUMMARY REPORT**

**The organization and content of the paper is as follows:**

1. The required parts of the report are: title page, table of contents, executive summary, body, references (if applicable), and appendices (graphs and other visuals) as appropriate. The title page of your report should include your first and last name, your SID#, the words “[Identify Semester] Co-OP,” the name of the firm and the date.
2. The **executive summary** should be on a page by itself, with the heading "Executive Summary" centered at the top of the page. **An executive summary is a one-page overview of the paper.** Use headings to separate the topics discussed according to the table of contents. Double space between paragraphs and headings in the executive summary, leaving uniform 1” margins at the top, bottom, and left. **Justify the text in the paper.**
3. Except for the executive summary, the balance of the paper will be single spaced. Number all pages consecutively and identify each page including the title page, with a shortened version of the title as well as a page number in the upper right-hand corner. Do not label the introduction with a heading. For other main sections of the paper, center the heading, type it in capital letters, do not underline, and double space above and below each of the heading indicators.
4. The paper will be of sufficient length to properly cover the subject matter (minimum of 5 pages, not to exceed 10 pages) and may be sent electronically. The paper should be delivered to the following address:

Steed School of Accounting  
Attention: Ms. Jan J. Nelson ([jnelson@ou.edu](mailto:jnelson@ou.edu))  
On behalf of: Faculty Advisors, Internship/Co-Op Coordinators  
The University of Oklahoma  
307 W. Brooks, Room AH 200  
Norman Oklahoma 73019

*\*\* Note: If you have any questions regarding the delivery of the report, inquiries may be directed to Jan Nelson ([jnelson@ou.edu](mailto:jnelson@ou.edu)).*

5. The paper will: a) give a brief description of the organization for which you worked (kind of business or service, product, history of the company, physical facilities and facts about the employer such as affiliates, locations and number of employees); b) description of your work experience (jobs you were assigned on a recurring basis as well as special projects assigned); c) how this experience has or has not enhanced your education.
6. Except for common factual knowledge, all ideas, opinions, statistical information, etc., which is obtained from an outside source, must have the source cited. To avoid plagiarism, either quote the material word for word, within quotation marks and cite source, or you can paraphrase the material, but you still must cite the source.