ADDENDUM
Summary of Co-op Work Experience

Employer Name
Location
(1st, 2nd, 3rd) Work Term
(Spring, Summer, Fall) Year

Student Name
Major
Classification

A. DESCRIPTION OF WORK ENVIRONMENT
1. Name and type of company.
2. Location, address, job sites. Include travel requirements and locations.
4. Transportation issues, for example, is a car needed.
3. Type of clothing needed.
5. Hours of work, lunch break, overtime, etc.
6. Availability and cost of housing. Tips for locating housing.
7. College or university convenient for night school.
8. Names of useful contacts for future Co-ops.

B. TASK ASSIGNMENTS
1. Description of Co-op Assignment
   a. Main duties and responsibilities.
   b. Extra projects/tasks beyond scope of daily routines.
   c. Special accomplishments and/or special training.
2. Human Relations
   a. Type of supervision received.
   b. Attitude of co-workers and supervisors toward Co-ops. Were they helpful and supportive? Were questions encouraged?
   c. Company policies, procedures, or practices which enhanced or inhibited your learning.
3. Technical Contents
   a. Technical aspects of the job important to career choices.
   b. Relationship between course work and job assignments.
   c. Importance of assignment to long-term professional development, both technical aspects and human relations.

C. RECOMMENDATIONS
Your recommendations about this assignment to prospective Co-op students. Would you recommend the assignment to other students in your major or is this job more appropriate for another major? If so, which major(s)? If this assignment did not meet your expectations, would you still recommend this employer to other Co-op students? Include comments and information that might be of interest to future Co-ops or to the Co-op office.

Online Addendum Instructions
1) Log in to your HireAggies account from the career center website
2) Click on I’ve got a Co-op Job
3) Select the appropriate semester
4) Click on Addendum
5) Complete each section as indicated
6) After Completing all sections, be sure to hit the submit button
7) Print a hard copy to send to the Faculty Co-op Advisor in your department by clicking printable addendum