

**Cooperative Education/Internships**  
**OPENING STATEMENTS**  
**Butler Community College**

**OPENING STATEMENT**

Write a brief statement that introduces yourself. You may want to include some of the following ideas.

- a. What are your career goals?
- b. Assess your progress towards your educational goals?
- c. What role will BCC and Cooperative Education or an Internship play in helping you achieve those goals?
- d. What are your major responsibilities?
- e. How does your present job relate to your goals?

The statement should be a minimum of one page in length, typewritten and double-spaced. See model format on page X-4 in the Appendix. **A copy of the Opening Statement is to be submitted with the first Monthly Time Report (timesheet).** The original copy is to be included behind this page in the completed portfolio.