

Work Report 1: Understanding Your Field

Reflect on your skills, motivations, knowledge, goals and professional development in relation to the first co-op work term. In no more than three pages, summarize your work term experience using the following structure for your reflection.

A. Introduction

- Indicate what work term this report is for (i.e. COOP*1000).
- Include where you worked, a summary of your job responsibilities, and an acknowledgement of the supervisors who helped you during your co-op term.

B. Body of Paper

1. Position and responsibilities:

- What were the main responsibilities of your position?
- Which tasks recurred regularly or were new/non-routine?
- Describe the written documentation or formal training you received regarding regulations, operating procedures, internal and external communication, and supervision relevant to your position?

2. Context of your position and organizational structure of employer

- Illustrate how the employing organization is structured. An overview, without excessive detail is sufficient.
- What is the geographical distribution/presence of your employer? Is your employer part of a large, province-wide, national or international organization?
- What are the main functions and responsibilities of your unit?
- How is your unit connected to others in the employing organization? What would happen, if your unit stopped working (properly)?

3. Identification of skills, motivations and knowledge

- Were the skills and knowledge necessary to perform the job identified in the job interview?
- How did you present your skills, knowledge, and motivations?
- How important are/were soft skills, such as initiative, teamwork, and communications?
- Describe the specific work ethic or spirit in your unit or organization, or lack thereof.

C. Conclusion

- Summarize your experience, what you have taken away, and how you think this influences your future.
- If you didn't get a position related to your field of study, what could you do differently next time to prepare yourself, or move in the direction you want?