

B.Sc.(Env.) COOP*2000 Report Guidelines

Work Report 2: Develop Goals

For this report you have several options to demonstrate the learning outcomes. Choose one format for your submission:

1. Written reflection, maximum three pages
2. Power point presentation, with or without voice over recording, **not to exceed** five minutes for recordings or fifteen slides. File size must not exceed 1 GB.
3. A recorded video not exceeding three minutes, with a one-page written summary of the presentation. The video file size must not exceed 1 GB.

Work report two should have the following structure and incorporate some of the reflective prompts provided for each section. If you are with the same employer from COOP*1000, and you have previously described the position and the organization, focus on number two, three and four, which are about connecting your work experience to your academic studies and beginning to think about what kinds of future or goals would help you.

1. Describe your job and role.
 - Indicate what work term this report is for (i.e. COOP*2000).
 - Describe your position and your employer.
 - Why does the organization you are working for exist?
 - What is your role in your current job?
 - What specific skills have you used during your job?
2. Explain what was important and impactful about your experience. Use specific examples to illustrate your points.
 - Do you see benefits of doing this type of work? Why or why not?
 - What institutional structures are in place at your job? How do they affect the people with whom you work?

- What did you do that seemed to be effective or ineffective in your job?
 - What are the most difficult or satisfying parts of your work? Why?
3. Evaluate your work experience and connect it to what you are learning in the classroom.
- What were your initial expectations? Have these expectations changed? How? Why?
 - Did anything about your work involvement surprise you? If so, what?
 - What are the differences and similarities of theories learned in the classroom compared how things function in real life the workplace (in general)?
 - Reflecting on your experience gained from the co-op program, how has the practical application of classroom knowledge in the workplace affected your evolution as a student?
4. Identify two or three short term goals and one or two long term academic/professional goals that are specific and achievable. Revisit these goals in work reports three and four so you can revise them and develop a plan to achieve them another time. Revisit your reflection from Work Report 1 and discuss if your goals or ideas have changed.
- Have you developed greater clarity about your academic goals throughout your co-op work term? What does that mean to you?
 - Are there particular courses that you have completed that prepared you for this position or courses that you will take in the future that you now feel will be relevant/useful?
 - How will you prepare for your next work term? If this work term was not related to your field of study, are there things you could do improve your chances of getting a position more related to your interests?