B.Sc.(Env.) COOP*3000 Report Guidelines

Work Report 3: Evaluate Your Performance and Use Feedback

Throughout your third work term it is recommended that you continue with your learning activity of journalling. It should only take a few minutes to document what you are doing, any lessons learned, challenges, accomplishments. The purpose is to make reporting easier for you and to build the skill of becoming better at self-reflection and evaluation. At the end of the work term write a reflective summary that addresses the questions below. 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.

Your written report should include the following six sections and incorporate answers to some of the guiding questions. Focus on questions four, five and six which are about reflecting on your performance and feedback and incorporating this into your goals/future plans.

1. Describe your work and role. If you are in the same position, be brief, if this has changed explain and provide the new details:

   - Indicate what work term this report is for (i.e. COOP*3000).
   - Describe your position and your employer.
   - Why does the organization for which you are working 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 ilustrate your points. If you made journal entries, you may find them helpful.

   - 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?
   - If your work was not related to your field of study are there any transferable skills or knowledge that you learned and could apply to future positions?

3. Revisit your goals from Work Report 2 and make note of any progress, changes etc.

4. Reflect on your own performance in the work term including any feedback you received.

   - Did you get regular feedback on your performance? If so, what were the key insights?
   - How helpful or instructive was the feedback? Did it help to improve performance and confidence in your tasks?
   - What did you learn? What do you think your colleagues learned from you?
   - What would you have done differently?
   - Did this experience challenge you with respect to your abilities?

5. Reflect on your professional development during your work term.

   - Have you identified weakness that you decided need improvement, or identified strengths which you would like to expand for academic or career development?
   - How did your co-op experience influence your development as a professional?

- How did your overall work ethic and on-the-job performance progress throughout your work term?
- Do you approach work or studying differently now than when you entered the co-op program?

6. Draft a simple plan for what you could do to achieve your goals. Include any academic or co-curricular, networking, training and professional development experiences. You will be able to revise and change your plans as your experience develops in work term 4.

- Have you identified resources that you can/will use for advancing academic or professional development, such as career and job fairs, mentors and peers, support resources on campus or professional organizations and their information resources?
- Do you have a time schedule for deliverables, milestones and activities that are required for your development plan?