

Work Report 4: What Changed? What's Next?

Reflect on your learning experiences, critically analyzing your strengths and successes as well as areas in which you require additional skills, knowledge or experience.

Your final work report should be no more than six pages, not including title page, references and appendices if applicable. It should highlight the skills and knowledge gained via your education, the co-op program and other experiences you have had here at the University of Guelph (UofG). Include reflections on each work term. You should be able to use all previous work term reports and draw from that work. You can also include discussion of your job search preparation, the work experience, your performance, and work report feedback. You do not have to answer all the questions listed in the body of the report. These are provided to help you with your reflective analysis. Focus on how you changed over the course of your education and co-op experience at UofG. What are your future goals and what steps will you take to achieve them?

Summative Reflection Paper Structure

A. Introduction

- Indicate what work term this report is for (i.e. COOP*4000).
- Include brief description of workplace activities, responsibilities, and duties performed.
- If you held different positions briefly describe and explain them.

B. Body of Report

You do not have to answer all the questions listed. These are provided to help you with your reflective analysis.

1. Reflective analysis of your experience.
 - Describe your personal and professional learning goals.
 - Reflect on your skill development, what specific skills have you used or developed?
 - Discuss the applications of this experience to your future.
 - What did you expect to get from your co-op experience when you applied for co-op initially? Was your experience what you expected?
 - What surprised you about your work terms and what have you learned about the environment in which you would like to work when you graduate?
 - If you were starting over would you want to do the co-op option again? Why or why not?
 - What was your most difficult work term? Why was it difficult?
 - Do you think your work term experiences changed how you approach your academic work? If so, how?
 - Describe disappointments or successes. What did you learn from this?
 - What did you learn about the process of looking for a job and building a career through your co-op experiences?
 - How will your co-op experiences influence your search for a permanent job?
 - What did you learn about yourself over the past 4 years?
 - What strengths/weaknesses do you have of which you were not aware?
 - What advice would you give to incoming co-op students to get the most out of the co-op experience?
2. How did your co-op experience influence your personal development? Many students identify that self-confidence increased, judgement matured, interpersonal communication skills improved, and that they learned to set high standards for themselves. Look back at your previous three work term reports. Can you see how you have developed?

3. Other areas which you could explore in the reflection include an understanding of what you want from a career, how you view yourself, and the perceptions others have of you. This is an opportunity for you to reflect on the changes you have undergone and experienced as an individual.

C. Conclusion

Summarize what you learned, what is next for you, and how you plan to move forward.