

BASc: ADULT DEVELOPMENT/CHILD, YOUTH & FAMILY

WORK TERM 1 – WORK TERM REFLECTIVE REPORT

Your co-op work term is designed to give you practical exposure to and experience related to your program of study. The work term allows development in the following crucial areas: (1) general workplace practices; (2) your area of specialization; and (3) transferable and/or soft skills. Each co-op work semester, you will prepare a work term report; this process provides you with an opportunity to provide evidence of the learning outcomes that you achieved during the semester.

For your first work term report, you will have an opportunity to reflect on how what you have been learning in school integrates with “real world” experience. This work term report allows you to “think” about what you are learning, rather than just “doing” your work.

A. DEVELOPING YOUR WORK TERM REFLECTIVE REPORT ⁱ

This will be a personal paper based on your individual learning throughout your academic program. As a starting point, you might think about your experience within the context of the personal learning goals that you established for your co-op work term. Listed below are general outcomes for co-operative education programs that might help to prompt your reflective process.

Academic Outcomes	Professional Outcomes	Personal Outcomes
Students will reflect upon: <ul style="list-style-type: none"> • application of classroom theory to workplace practice during co-op experience • academic goals achieved throughout co-op experience • academic motivation 	Students will describe: <ul style="list-style-type: none"> • whether career goals were met through co-op experience • the workplace culture experienced throughout co-op work term • the skills and knowledge attained during co-op program thus far 	Students will explain: <ul style="list-style-type: none"> • how their confidence developed throughout the co-op work term • how strengths improved and weaknesses were overcome • how interpersonal skills were developed or refined

Organize your report into relevant and meaningful sections using headings. We suggest the following sections that could be explored in your report (some of these sections overlap; it is up to you to decide which to include):

1. **Background information or introduction.** This section is intended for the benefit of the reader so that they have some background information on the organization, company or government department where you spent your co-op work term, thus allowing the reader to better understand the context of your report.
2. **Reflection of co-op experience.** Reflecting back on your work term, what did you like or dislike about this particular position and its related duties and responsibilities? What did you learn? What do you think your colleagues learned from you? What would you have done differently? Do you have any regrets with regards to decisions you did or did not make? Did this experience challenge you with respect to your abilities? What do you consider to have been the biggest benefit of the co-op program for you? What would you say to prospective co-op students about the position and how you think it would benefit them?
3. **Developing as a student.** Have you developed greater clarity about your academic goals throughout your co-op work term? What does that mean to you? How did your co-op experience influence your concept of yourself as a Bachelor of Applied Science student? 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? What are the differences and similarities of theories learned in the classroom compared to that in the workplace? Reflecting on your experience gained from the co-op program, what has the practical application of classroom knowledge in the workplace done to your evolution as a student? What elements

learned in the classroom will you carry with you into the work world?

4. **Developing as a professional.** How did your co-op experience influence your development as a professional? What did you observe and learn about workplace language, etiquette, issues, work ethic, management styles, and organizational policies and procedures? How did your overall work ethic and on-the-job performance progress throughout your work term? Do you approach work differently now than when you entered the co-op program? If so, describe the changes.
5. **Personal development.** 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. Other areas which you could explore are: 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.
6. **What the future holds.** How did your co-op experience influence your career goals? Does it influence your understanding of what you need in terms of a professional and personal life? Based on your co-op experience, what are your goals for your upcoming work term?

***Please note that your report is not a diary of your activities during your work term.**

B. FORMATTING YOUR WORK TERM REPORT

Your work term report will be no more than 6 pages, double-spaced (not including the cover page, introductory letter, or references). Your final report will be formatted to include the following sections:

1. **Cover page.** Include your name, student ID number, your employer, the title of your report and the term during which you worked for your employer (e.g., Summer 2018).
2. **Introductory Letter.** Your letter should be addressed to your Faculty Advisor. Include in your letter information about where you worked, your position title, your main responsibilities/projects and finally acknowledge your employer for his/her assistance during your term.
3. **The reflection paper.** Despite the fact this is a reflective paper, you should still approach the development of this report like a business report, using subheadings and sections where appropriate. Grammatical and typographical errors detract from the quality of a report. Please ensure they are corrected before submitting your report. Professionalism matters!
4. **References (if required).** In-text citations and your reference list must be formatted according to the Publication Manual of the American Psychological Association, 6th edition. Information on APA style is available from the University of Guelph library at <https://guides.lib.uoguelph.ca/APA>.
5. **NOTE:** Because of the confidential nature of the material in your reflection paper, you should **not** seek your supervisor's signature on the Co-op Work Term Report – Employer Comments Form. It is not required for this work term report submission. Your reflections will only be shared with your Faculty Advisor.

C. SUBMITTING YOUR WORK TERM REPORT

Work term reports are due 5 class days into the semester following the work term. Students should submit an electronic copy of the reflection paper using the available Dropbox on CourseLink. Reports that are received late without prior agreement with the Faculty Advisor will be assigned a maximum grade of satisfactory. Reports, along with grading and feedback, will be graded and returned electronically at the end of the semester in which they were submitted.

ⁱ This work term report is adapted from Work Term Report Guidelines from Mount Saint Vincent University available at: <http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/formsanddocuments/default.aspx>