

BASc: ADULT DEVELOPMENT/CHILD, YOUTH & FAMILY

WORK TERM 3 – FINAL WORK TERM REFLECTION REPORT

For your final work term, you are encouraged to think about all that you have learned during your co-op program and to write a reflection paper in which you revisit the highlights of your co-op experience over your three work terms.

A. DEVELOPING YOUR WORK TERM REPORT

You are asked to create a maximum 6 page double-spaced report identifying and discussing skills you have developed and the knowledge that you have gained throughout your co-op program. Reflect on each work term: consider including job search preparation, your work experiences, learning objectives and your success in meeting them, feedback and what you learned from each experience. You may want to include a discussion of how co-op has enhanced your academic experience, and how it has laid the foundation for your future career.

As you are aware, reflection is deliberate, purposeful, structured about linking theory with practice, to do with learning, and about change and development as a professional. This should be an integrated summary of your experiences (rather than a 'play by play' of each work term) that highlights the 'value add' of the co-op experiences to your undergraduate degree to date. As you are writing you may want to consider the following questions:

- What would you tell incoming students about the value of being in the co-op stream?
 - You may want to link specifically to learning outcomes within each of your work-terms.
- Did any of your courses 'come to life' either before or after certain work terms?
- What is the most valuable learning experience that you take away from your co-op learning?

There is no assumption that your co-op experiences were without challenge. Reflecting on the challenges and how you navigated them and what you take away from those challenges is also important to include. Within this reflection you can also highlight any advice or feedback that you can offer to the department and/or the co-op services office to ensure students have a positive experience within co-op. Sometimes this is framed as a 'one wish' question, e.g. if you had one wish about how the University could support co-op students, what would it be?

B. FORMATTING YOUR WORK TERM REPORT

Your work term should include the following components:

- **Cover page.** Include your name, student ID, your employer, the title of your report and the term that you worked for the employer (e.g. Winter 2017).
- **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.
- **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!
- 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 include information encompassing all work terms and will be shared only 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. Faculty Advisors will grade reports during the semester they have been submitted. Reports, along with grading and feedback, will be returned electronically at the end of the semester in which they were submitted.