



Program: Management
Work Term: Four (or Final Work Term)
Report Name: Cumulative Reflection Paper
Updated: March 3, 2023

Work Term Report Topic

Students on their final co-op work term are required to complete a reflection paper, looking back on their co-op and academic experience. Create an 8-10 page report, detailing the skills and knowledge that you have gained via your education, co-op program and other experiences here at the University of Guelph. Include reflections on each work term, which could include job search preparation, the work experience, learning objectives progress, performance & report feedback, and what you learned from each experience. A reflection paper is not meant to document what happened; it should be your reflections on how you changed over the course of your education at Guelph. Some questions you might consider when preparing for this report might be:

- 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 you would like to work in when you graduate?
- If you were starting over would you want to do the co-op option again? Why or why not?
- What was the most difficult work term you went through? Why was it so difficult?
- Do you think your work term experiences changed how you approached your academic work? How?
- What did you learn about the process of looking for a job 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 that you were not aware of when starting your undergraduate degree?
- What advice would you give to incoming co-op students to get the most out of the co-op experience?

You don't need to answer all or any of these – they are just a guide to help you start thinking about the report. However, we would like you to include a reflection of whether your work experiences influenced your classroom experiences and vice versa.

Format of the Work Term Report

- **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.
- **Introductory letter.** Your letter should be addressed to your Co-op Faculty Advisor. Include in your letter: information regarding where you worked, your position title, your

main responsibilities and projects, the topic of your report, and finally, acknowledge the employer for his/her assistance during your work term.

- **The Report.** The structure of the report should be appropriate for the report objectives. This section will be approximately 8-10 pages, double spaced, without appendices. Please approach the development of this report much like a business report, using subheadings and sections where necessary. Present it in a professional-looking manner.
- **References:** You do not need any references for this report but if you used material in preparing it you will need a list of works cited

Other Tips and Frequently Asked Questions

- Any email correspondence to the Co-op Faculty Advisor should include the word **Co-op** in the subject line. This will help your Advisor to identify your email more quickly and respond to you more efficiently. If you have not heard back within three days, please resend your email.
- If you need to speak directly with your Co-op Faculty Advisor, please indicate where she/he can reach you and when. Please indicate the nature of your call in your message. Email is the preferred mode of contact.
- Please ensure that you keep both an electronic copy and a hard copy of your work term report until you have received a grade.

Submission & Evaluation

Work term reports are due 5 class days following the work term. It is strongly recommended that you start the report early and complete it prior to the end of the 4-month work term. The work term report and Employer Comments Form must be uploaded to the Sport Management Co-op Courselink Dropbox for grading. A few guidelines on the submission process:

- You must use the use the standardized naming convention: [First Name] [Last Name] [student number] [semester] [Work Term Report]
 - Example below:
 - Tyler Clark 0000000 Winter 2023 Work Term Report

Please note that Faculty Advisors will grade reports during the semester in which they have been submitted.

- The Co-op Faculty Advisor has posted a copy of the grading rubric on the Management Co-op CourseLink site.
- Work term reports should be written clearly and concisely, free of spelling and grammatical errors.
- Students will be notified when their marked reports are available from the Co-op Advisor for feedback.
- Any reports that are deemed Unsatisfactory must be resubmitted. A student who receives a grade of Unsatisfactory a second time will be required to withdraw from the Co-op program.
- All reports are kept on file after being evaluated.

Academic Misconduct & Turnitin.com

Academic Misconduct The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar.

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in.

In regards to your work term report, the Faculty Advisor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the Lang School of Business & Economics.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.