

Co-op work term report guidelines for BCOM.FAB:C

Department of Food, Agricultural and Resource Economics – FARE

All work term reports need to be accompanied by a cover/introductory letter describing the student's employer, their position and main responsibilities, as well as a brief overview of the content of the work term report and how it is connected or embedded in the student's work during the term.

Overview of timing and types/options for co-op work term reports:

report	Term	Deliverable	Employer comments
#1	after COOP 1000 and/or 2000	Key competency poster	not required
#2	after COOP 3000	Slideshow on workplace experience or analytical report	required
#3	after COOP 4000	Analytical report	required
#4	after COOP 5000	Reflections paper or analytical report with extended reflection	not required

Students must submit a separate work term report after COOP*4000 and after COOP*5000, even if they have been with the same employer in both terms.

Work report 1 (after COOP 1000 and/or 2000): Key competency poster presentation

This will take the form of a poster presentation by each student on a key competency that they needed to complete successful their co-op placement. In preparing the poster, students will be expected to address the following questions:

- 1) Before starting the co-op placement, what were your expectations on how proficient you were in this competency?
- 2) Did your perception of your skills/proficiency level change as you began your job and interacted with your supervisor/coworkers/clients and, if so, how?
- 3) What strategies did you use to develop this competency over the course of the work term? Were you successful in improving your proficiency?
- 4) How will this competency help you meet your future career goals?

If possible, students will present their poster at a public event to which employers will be invited. If students cannot attend in person or the event is run in remote delivery format, students will participate and present remotely and flexibility be provided, e.g. live presentation v. recorded presentation.

If students spend work terms COOP*1000 and COOP*2000 with the same employer, they can submit one report at the end of the whole eight-month term. The recommendation, however, is to prepare and submit a report after each term.

Work report 2 (after COOP 3000): Slideshow presentation on workplace experience

Key elements of the presentation will include:

- 1) overview of the employer
- 2) overview of position held and related responsibilities
- 3) personal learning objectives for the placement and the degree to which these were satisfied
- 4) reflections on the workplace experience
- 5) implications and recommendations for other students.

If possible, students will give their presentation at a public event to which employers will be invited. If students cannot attend in person or the event is run in remote delivery format, students will participate and present remotely and flexibility be provided, e.g. live presentation v. recorded presentation. Students have the option to replace the above work report layout/format with the layout/format required for work report 3 below, focusing the reflection on their workplace experience.

Work report 3 (after COOP 4000): Analytical report

This report will take the form of a written report on a specific business/economic/management analysis the student undertakes as part of their workplace placement. The student will employ appropriate methods of qualitative or quantitative data collection, processing and analysis. The student is therefore strongly encouraged to consult with their co-op faculty advisor in FARE in a timely manner to select appropriate methods. The written report will include:

- 1) Executive Summary (half page at most)
- 2) Context of employment
- 3) Background, motivation for analysis and focus research questions
- 4) Data sources and methods employed for analysis
- 5) Results of the analysis
- 6) Discussion of implications of results for the employer and sector
- 7) Challenges faced
- 8) Reflections (one page at most)

The report can be submitted in electronic format to the department's co-op faculty advisor. The report should be concise and not exceed 15 pages, not including title page, executive summary, reflections, list of references and appendix.

Work report 4 (after COOP 5000): Reflections paper

The final report will provide students with an opportunity to reflect on their overall co-op experience. This report is intended to address the following questions:

- 1) What did you expect to get from your co-op experience when you applied for co-op initially? Was your experience what you expected?
- 2) What surprised you about your work terms and what have you learned about the environment you would like to work in when you graduate?
- 3) What was the most difficult work term and why?
- 4) What was the most beneficial work term to you and why?
- 5) Do you think your work term experiences changed how you approached your academic work? If so, how?

- 6) 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?
- 7) What did you learn about yourself over the past four years? For example, what strengths and weaknesses do you have?
- 8) What advice would you give to incoming co-op students to get the most out of the co-op experience?

The report can be submitted in electronic format to the department's co-op faculty advisor and should be 5 to 8 pages long, not including the cover page.

Students have the option to do a report in the layout/format required for work report 3 above, with the Reflection section being at least 3 pages long and covering the above questions.

If students spend work terms COOP*4000 and 5000 with the same employer, they can submit one report that includes both work term requirements.