

# REAL ESTATE

## CO-OP REFLECTION PAPER

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Revised Summer 2023

### WORK TERM FIVE

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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 between the time that you were high school student and this time close to graduation from university. Questions to consider when preparing this report might include:

- 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?
- Which work term was the most difficult for you? Why was it so difficult?
- Do you think your work term experiences changed how you approached your academic work? How?
- The University has various learning outcomes which graduates are expected to achieve (e.g. <http://www.uoguelph.ca/vpacademic/avpa/outcomes/pdfs/Undergraduate%20Learning%20Outcomes.pdf>). How well do you think that you have achieved them?
- 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? What strengths/weaknesses do you have now that you were not aware of at age 18?
- 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 a guide to help you start thinking about the report. Using examples to illustrate certain ideas is always a helpful writing tactic. You may also wish to review your old reports to look for questions that you could not answer at that time or for evidence of what you now understand that was previously confusing. I would like you to include a reflection of whether your work experiences influenced your classroom experiences and how your classroom experiences affected your work experiences.

#### Components of your report

- **Cover page.** Include your name, student ID, your employer, the title of your report and the term that you worked for the employer (i.e. Summer 20xx).
- **Cover Letter.** Your single-spaced letter should be addressed to your Faculty Advisor using a proper business style. Include in your letter: information about where you worked, your position title, your main responsibilities/projects, the topic of your report, and finally acknowledge your employer for his/her assistance during your work term.

- **The report.** 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 additional material in preparing it or are using quotations, you will need a list of works cited.

### **Submission of your work term report**

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 must be submitted in PDF format and uploaded to the Real Estate & Housing Co-op Courselink Dropbox for grading.