Introduction

Work term reports are required upon completion of each work term. The report is due on the first day of classes in the study term following the co-op work term. Late reports will NOT be accepted unless permission has been given by the Faculty Coordinator/Advisor IN ADVANCE of the due date or if you have a valid medical reason. A student who does not submit a report, or who submits the report late, will be given a failing grade for the work term and will be ineligible to continue in co-op.

The report is submitted to the Faculty Coordinator/Advisor of your academic department for evaluation.

Purpose

Now that you have completed at least one co-operative education work term, it’s time to reflect on your personal growth as both a student and a business professional using concrete examples to explain and support your way of thinking. This report will encourage you to look at your co-operative education experience as a whole and what that experience has meant to you. What have you learned about the professional workplace? What have you learned about yourself? How has the experience influenced your career goals? How has the experience informed your academic study?

Reflect on Learning Outcomes

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 learning plans that you established for the co-op term(s). Listed below are the general outcomes for co-operative education programs that might help to prompt your reflective process.

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<thead>
<tr>
<th>Academic Outcomes</th>
<th>Professional Outcomes</th>
<th>Personal Outcomes</th>
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<td>Students will develop:</td>
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<td>• the ability to integrate classroom theory with workplace practice</td>
<td>• clarity about their career goals</td>
<td>• greater maturity</td>
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<td>• greater clarity about their academic goals</td>
<td>• understanding of workplace culture</td>
<td>• their strengths and weaknesses</td>
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<td>• academic motivation</td>
<td>• workplace competencies new or advanced skills</td>
<td>• their interpersonal skills</td>
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<td>• their lifelong learning skills</td>
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Format
The work term report should be approximately 10 pages in length. This does not include the title page, table of contents, executive summary, or appendices. The report should be double spaced on 8 ½ “by 11” paper with margins of 1” to 1 ½ ” and size 12 font.

Your report should be organized into sensible sections. To help you structure this report, we suggest that you explore the following items:

1. **Title Page** (See example below).

2. **Table of Contents**
   This should be a list of sections in your report and appropriate page numbers.

3. **Executive Summary**
   The executive summary is a one to two page summary of the work term report. It is intended to serve as a synopsis for the busy executive who doesn't have time to read the entire report.

4. **Background Information or Introduction**
   This section is intended for the benefit of the reader so that s/he has some background information on the organization, company or government department where you spent your work term(s) thus allowing the reader to better understand the context of your report.

5. **Developing as a Student**
   How did your co-operative education experience(s) influence your concept of yourself as a business administration student? For example, one student reflected that her study habits changed considerably after her co-op terms. She noted when she first came to university that she approached her work in much the same way as her friends in other programs. However, she stated “*Working in business administration prepares you for this profession as you will be working long and hard hours. As a co-op student, I became more focussed on my school work... spending a lot more time on projects and assignments.*” Another student notes that her co-operative education experience opened her eyes “*to the real living, breathing definitions of corporate culture, organizational behaviour and politics... all of which play an important role (in business administration)*”.

6. **Developing as a Professional**
   How did your co-operative education experience(s) influence your development as a business professional? What did you observe and learn about workplace language, etiquette, issues, work ethic, management styles and organizational policies and procedures? One student noted that co-operative education taught them a great deal about the nature of work. “*Certainly these lessons will have proven incredibly valuable as I leave the business administration program to enter the world of work. I am more confident about what (that) world wants of me as well as what I can offer it.*”
7. **Personal Development**
   How did your co-operative education experiences 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. One student noted that when she began the program, she assumed that she would create personal ties with everyone in the workplace. Through her co-op terms she learned to deal effectively with difficult personalities. “These people have taught me that you don’t have to be friends with everyone... as long as you continue to work in a professional manner”. In many cases, students reflect that they learned the most about themselves in situations that were less than ideal. Another reflects that working away from home in co-op terms was surprisingly enjoyable. “It gave me the opportunity to re-invent myself.”

8. **Business Administration in Practice**
   How did your co-operative education experience(s) influence your views about business administration? Is your concept of the professional business environment the same as it was when you entered the program? Did your experience(s) contribute to a new understanding of the role of business professionals as well as the opportunities for and expectations of these professionals? What are the differences and similarities of business administration in the classroom as compared to that in the workplace?

9. **What the Future Holds**
   How did your co-operative education experience(s) influence your career goals? Does it influence your understanding of what you need in terms of a professional and personal life? Do you feel well prepared for your career? “As I flowed through the BBA program,” says a senior student, “I asked myself many times, ‘Is this what I want to do with the rest of my life?’ Co-op education was a big help in my realizing that the answer is yes.” Another student says the experience gained through more than 20 co-op interviews has prepared her well for the permanent job market. A graduating student reflects, “I feel I am more realistic about work, the type of position I will likely receive and the role it will play in my life.” Contemplating the future is both exciting and a little frightening. “I, like many of my peers, want to be part of something that counts, something that makes me proud, but above all, something that will change the world. Now I have come full circle. Again, I am at a moment where things could go either way and anything is possible.”

10. **Reflection of Co-operative Education Experience**
   Reflecting back on your co-operative education experience to date, what did you like or dislike about the program/process? What did you learn? What would you have done differently?

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**Evaluation & Deadlines**

Your work term report will be evaluated by your Faculty Coordinator/Advisor and you will meet with him/her to discuss the results. Work term reports are given either a pass or fail grade.
The report will be failed or returned for revisions if:
- It is poorly organized
- It is not well written
- It has grammar, spelling or punctuation errors
- The problem/activity is not well researched
- The report is simply descriptive and lacks analysis

Any report which is deemed unsatisfactory for any reason will be returned for correction and re-submission. You have ONE opportunity to re-write the report **WITHIN 7 DAYS** after receiving it back. If the re-written report is still considered unsatisfactory or if it is not submitted on time, you will be given a failing grade for the work term and will be ineligible to continue in the co-op program.
Sample Title Page

Ima Keener
Your personal e-mail address

EMPLOYER: ABC Company
City, Province
September 9th, 2009

MOUNT SAINT VINCENT UNIVERSITY
DEPARTMENT OF BUSINESS ADMINISTRATION
CO-OPERATIVE EDUCATION WORK TERM REPORT
SUMMER 2009

TITLE OF WORK TERM REPORT

Faculty Advisor:  Dr. Peter Mombourquette
Co-op Employer:  Mr. G. Goodboss
Department:  Customer Service
Co-op Position:  Customer Service Representative
Description:  Overview of personal, academic and professional growth as a result of co-operative education involvement.

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