

BUSI 3388: Fall 2026 Co-op Term III Course Outline

Course Information	
Location	Online, asynchronous delivery
Co-op & WIL Faculty Advisor	Dr. Maria Matthews
E-mail	Maria.matthews2@msvu.ca
Office Hours	By appointment

Introduction

The work term reflection report will support your learning following your work term. The report and 5-minute video presentation are due **Friday, December 11, 2026**. Late reports and videos will NOT be accepted unless permission has been given by the Co-op & WIL Faculty Advisor in advance of the due date or if you have a valid medical reason. A student who does not submit a report and video presentation, or who submits the documents late, will be given a failing grade for the work term.

The report and reflection are submitted via the Co-op & WIL Work Term III Moodle Page. The report must be addressed to the Co-op & WIL Faculty Advisor. You can find this information listed at the top of this document.

Purpose

Now that you have almost completed your final 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 project will encourage you to look at your work term 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 studies?

Reflective Paper - Outline

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

Academic Outcomes	Professional Outcomes	Personal Outcomes
Students will reflect upon: • application of classroom theory to workplace practice during work experience(s) • academic goals achieved throughout work experience(s) • academic motivation	Students will describe: • whether career goals were met through work experience(s) • the workplace culture experienced throughout work term(s) • the skills and knowledge attained throughout the co-op or work experience program	Students will explain: • how their confidence developed throughout the work term(s) • how strengths improved and weaknesses were overcome • how interpersonal skills were developed or refined • how lifelong learning skills progressed throughout the co-op or work experience program

The work term report should be 3500-4000 words 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.

Upload your completed reflective report to the Moodle site assignment folder by **Friday, December 11, 2026**.

Your report should be organized into sensible sections. To help you structure this report, we suggest that you explore some of the following themes (note that many of these sections will be intertwined with one another):

1. Title Page (a title page example is provided at the end of this document).
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 half-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 they have some background information on the organizations, companies or government departments where you spent your work term(s), thus allowing the reader to better understand the context of your report.
5. Reflection of Work Term Experience
Reflecting back on your most recent work term experience, what did you like or dislike about this particular position and its related duties and responsibilities? What did you learn? What do you think your colleagues learned from you? What would you have done differently? Do you have any regrets with regards to decisions you did or did not make? Did this experience challenge you with respect to your abilities? What do you consider to have been the biggest benefit of the co-op or work experience program for you? What would you say to prospective students about the co-op or work experience program and how you think it would benefit them?
6. Developing as a Student

Have you developed greater clarity about your academic goals throughout your work term(s)? What does that mean to you? How did your work term experience influence your concept of yourself as a student?

7. Developing as a Professional

How did your work term experience 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? How did your overall work ethic and on-the-job performance progress throughout your work term(s)? Reflecting on yourself as a professional prior to entering the co-op or work experience program, do you approach work differently now than you did then? If so, describe the changes.

8. Personal Development

How did your work term experience 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. Other areas which you could explore are: an understanding of what you want from a career, how you view yourself, and the perceptions others have of you. This is an opportunity for you to reflect on the changes you have undergone and experienced as an individual.

9. Putting Course Work in to Practice

How did your work term experience influence your views about your program? Is your concept of the professional work environment the same as it was when you entered the program? Did your work term experience contribute to a new understanding of the role of professionals in the workplace as well as the opportunities for and expectations of these professionals? What are the differences and similarities of theories learned in the classroom compared to that in the workplace? Reflecting on your experience gained from the co-op or work experience program, what has the practical application of classroom knowledge in the workplace done to your evolution as a student? What elements learned in the classroom will you carry with you into the work world?

10. What the Future Holds

How did your work term experiences influence your career goals? Did they influence your understanding of what you need in terms of a professional life? Based on your experience, what are your goals for your first job after graduation? When you first began the co-operative education or work experience program, you probably had very different goals than you do now. Maybe they weren't that different at all. Looking back at those career goals and comparing them to now, how did your work terms influence those goals? Why or why not? Explain.

5-Minute Self-Reflection Video

As part of your final assignment, you will be required to upload a 5-minute self-reflection video summarizing your final reflective report. This is your opportunity to provide a 5-minute overview of what you have written about. We suggest following the report outline provided to help you prepare a brief video presentation on your paper.

Upload your completed video presentation to the Moodle site assignment folder by **Friday, December 11, 2026**.

Format Options: You have two format options for your self-reflection video:

1. Recorded Reflection:
 - Record yourself speaking directly to the camera.

- Keep it conversational and reflective.
 - Consider outlining your key points ahead of time.
2. Voiceover on a Visual Presentation (e.g., PowerPoint or Canva):
- Prepare a slide deck (recommended: a maximum of 5 slides).
 - Record a voiceover for each slide.
 - Slides can include headings, short bullet points, photos from your work term experience (if appropriate), and/or visuals representing your growth, learning, or projects you discussed in your reflective paper. If you share visuals or projects, ensure you have permission from your work term supervisor.

Either format is acceptable; choose the one that feels most natural and helps you tell your story best.

Step-by-Step Instructions on Uploading Videos to Moodle

Moodle does not support direct video uploads larger than 10 MB. Because of this, you may not be able to successfully upload your video file directly to the assignment.

Please upload your video to OneDrive and submit a shareable link in Moodle.

To do this:

1. Go to Microsoft OneDrive and upload the audio/video file.
2. From OneDrive, click on the file name
3. Click the Share button drop-down menu
 - Click the “Settings” icon located next to “copy link”
 - Select “People in Mount Saint Vincent University with the link...”
 - Change “Can edit” to “Can view.”
 - Click the Apply button
 - Click on “Copy Link”
 - The link is now copied to Clip art.
 - If the permissions are not updated, anyone clicking the link will receive an access denied message.
4. Go to Moodle activity/resource to paste the link in the “Online Text” textbox in the assignment submission folder

If it doesn't automatically hyperlink, ensure you create one. To create a hyperlink in Moodle, follow these steps:

1. Highlight the text you wish to turn into a hyperlink.
2. Click the link icon in the editor box toolbar or use the keyboard shortcut (Ctrl+K for Windows or Command+K for Mac).
3. In the "Create link" dialog, paste the link into the "Enter a URL" box and click "Create link."
4. Save your changes by clicking "Save changes."

Evaluation and Deadline

Your work term report and video presentation will be evaluated by your Co-op & WIL Faculty Advisor.

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 report is simply descriptive and lacks reflection.

Any report or video which is deemed unsatisfactory for any reason will be returned for correction and re-submission. You have one opportunity to re-do the report and/or video within 7 days after receiving it back. If the re-submitted report and/or video 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 or work experience program.

Upload your work term report and paper presentation to the **Moodle assignment folder by Friday, December 11, 2026.**

Professionalism, Etiquette, and Privacy

- Your reflective paper and video will be visible to your co-op & WIL faculty advisor and co-op & WIL centre staff.
- Maintain professionalism, confidentiality, and respect in all communication.
- Do not disclose sensitive or proprietary information about your employer.
- Proofread all content and provide citations where appropriate.
- Complete coursework outside of work hours.

Learning Supports

- Support for Moodle and online learning tools is available through the [MSVU Help Desk](#).
- Accessibility and academic support resources are available at www.msvu.ca/campus-life.

Your Co-op & WIL Faculty Advisor

As your Co-op & WIL Faculty Advisor, I'm here to support your learning by encouraging meaningful reflection and helping you connect your work term experience to your academic knowledge. While your main assignments are a written report and a short video presentation, you're always welcome to reach out with any questions, reflections, or ideas as you move through the process.

Expectations

Co-op & WIL Faculty Advisor commitments:

- Clear, timely communication.
- Respectful, inclusive learning environment.
- Timely feedback.

Student responsibilities:

- Submit all work by the listed deadline.
- Communicate proactively about challenges or missed deadlines.

Grading and Evaluation

You will receive a **PASS/FAIL** grade based on:

- Participating in a work site visit with a coordinator from the co-op & WIL Centre.
- A satisfactory end-of-term evaluation from your supervisor.
- Successful completion of the reflective report and video per the deadline listed in this document.

Failure to complete course requirements will result in a failing grade for your work term.

Use of Course Material

As a student in this course, you should observe the following:

- Course material to which you are granted access in this course is only to be used for this course.
- Material that you submit as part of the requirements of this course cannot be used to complete the requirements of another course, without the expressed permission of the instructor of the second course. This constitutes cheating as stated in the Academic Calendar.
- Students do not have permission to upload course material to any external websites or share with others, unless expressly permitted to do so by the instructor. If you require further clarification about using materials from this course in other contexts, please contact the instructor.
- Under no circumstances are students permitted to provide anyone not registered in this course with access to the MSVU online course site established for the course.
- Only students registered in this MSVU online course site are permitted to view, download, upload, comment or otherwise participate in this course site.

Additional Notes

- Students requesting special consideration as a result of a conflict with a deadline for an assignment or an examination must do so in advance of the relevant deadline.
- Students who have a disability and who require academic accommodations must register with Accessibility Services as early as possible in order to receive accommodations.
<http://www.msvu.ca/Accessibilityservices>
- Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.
- University regulations on plagiarism (2.2.23.1), cheating (2.2.23.2) and other academic offenses will be strictly enforced. These regulations, including applicable procedures and penalties, are detailed in the University Calendar and can be found [here](#).
- Correct use of language is one of the criteria included in the evaluation of all written assignments.
- If an instructor wishes to change a course outline after the start of the work term, this can only be done with reasonable notice to the student cohort. After the deadline to register/add a course, changes to the timing, number, and weighting of assignments and examinations need the approval of the Dean.

The Email Communication policy (2.2.27) can be found through this link:

<https://www.msvu.ca/academics/university-academic-calendars/undergraduate-academic-calendar/regulations/>.

Every student at MSVU is assigned a MSVU email account. The University requires all students, faculty, and staff to use their MSVU email account when communicating course and University information. For quick access to student email, log in to [myMount](#).

Helpful Online Resources for MSVU Students

- MSVU website: <http://www.msvu.ca>

- MSVU IT Services:
 - IT&S hours and contact information: <https://www.msvu.ca/campus-life/campus-services/it-services/hours-contact-information/>
 - IT&S website: <http://www.msvu.ca/en/home/student-services/itservices/default.aspx>
 - Email: helpdesk@msvu.ca
 - 902-457-6538 during normal business hours
 - 902-457-6601 for emergency on-campus classroom support and after-hours IT emergencies
 - Location in EMF Lower Level
- Teaching and Learning Platform:
 - MSVU Educational Technology Platform: <https://www.msvu.ca/academics/online-learning/mount-online-learning-platform/>
 - Moodle login: <https://learn.msvu.ca/>
- Online Learning Support:
 - online@msvu.ca
 - Toll-Free 1-800-665-3838
- Additional Resources:
 - Undergraduate Academic Calendar: <https://www.msvu.ca/academics/university-academic-calendars/undergraduate-academic-calendar/>
 - Student email: <https://www.msvu.ca/campus-life/campus-services/it-services/mymount-email/>
 - Co-op & WIL Centre: <https://www.msvu.ca/academics/co-operative-education-at-the-mount/>
 - Accessibility Services: <https://www.msvu.ca/campus-life/accessibility-services/>
 - Counselling Services: <https://www.msvu.ca/campus-life/health-wellness-services/counselling-services/>
 - [Anti-Harassment & Discrimination Policy](#)
 - [MSVU's Policy Against Sexual Violence](#)
 - Assisi Information Centre: 902-457-6788
 - Parking/Security: <https://www.msvu.ca/campus-life/campus-services/parking/>
 - Library: <http://www.msvu.ca/library/>
 - Writing Resource Centre: <https://www.msvu.ca/campus-life/centre-for-academic-advising-and-student-success/writing-centre/>
 - Student Services: <https://www.msvu.ca/campus-life/>
 - Class Cancellation Line: 902-457-6566 and website: <http://www2.msvu.ca/classcancellation/Pages/index.aspx>

Your Name
Your MSVU E-mail Address
Your Student Number

Due Date of Report

MOUNT SAINT VINCENT UNIVERSITY
DEPARTMENT OF BUSINESS & TOURISM
WORK TERM REPORT

Season and Year (Winter, Fall, or Summer and
Year. E.g. Winter 2026)

Course Number: BUSI 3388

Co-op & WIL Faculty Advisor: Dr. Maria Matthews