WKEXP 901 WORK TERM REPORT

PURPOSE

To help you clarify your goals for future work terms based on your initial experience in a co-op work placement.

FORMAT

Your report must include a formal introduction, a body of analysis as described in **Assignment** below, and a conclusion.

Length: 4-5 pages, typed & double spaced. Number all pages, not including the cover page. *Cover and reference pages do not count toward the report length.*

Font: 12pt; Calibri, Arial or Times New Roman

Margins: 1"

Cover Page, clearly indicating:
- Student name
- ID number
- Work term
- Discipline
- The name of the Employer Relationship Manager/Program Advisor who conducted your onsite evaluation.

Reference Page (if used): F*or reference formatting guidelines, visit* *http://guides.library.ualberta.ca/citing.*

ASSIGNMENT

1. Provide an overview of the organization currently employing you. Include the following:
   - Size and purpose of the organization
   - Products and services provided and markets served
   - Where in the organization your area/department fits, its role and responsibilities
   - Your role in your department and in the organization

2. Describe the opportunities available for learning in the organization. Some of these may include:
   - Production/operation processes
   - Management style used
   - Methods used to coordinate operations/projects and budgeting/planning

3. Based on this information, provide an analysis of your work preferences, which can help you in deciding the direction of your future work terms. Discuss your preferences regarding:
   - Style of management/supervision
   - Type and nature of tasks
   - Level of responsibility
   - Work environment (field, plant, or office) and location

DEADLINES

Your paper is due one month prior to the end of your work term:

Work Term	Due Date
Winter	March 31
Summer	July 31
Fall	November 30

SUBMISSION

WORK TERM REPORT NAMING: Please name your completed work term report as follows:
ID#_WKEV_ (example: 1234567_WKEV_)

WORK TERM REPORT SUBMITTAL: Reports are to be submitted to eClass. If you have already registered for your Co-op course, then you are already automatically enrolled into the eClass course as well. Log in to eClass and look for the course titled, **Co-op eConnect - a Community of Co-ops**, to submit your report as follows:
1. Click on Assignments, under activities, in the top right corner of the course home page.
2. Select the 901 work term assignment to submit your work term report on or before the corresponding due date.

Late assignments will not be accepted and may result in a grade of FAIL.
After your report is marked the Grade Sheet will be posted on eClass.

REMINDER: PERFORMANCE EVALUATIONS

The End of Term Evaluation needs to be completed by your supervisor and yourself prior to the end of each 4-month work term block (e.g.: an 8-month term would require 2 of these to be completed).

The link to the End of Term Evaluation will be sent to your supervisor's email address towards the end of each work term. Ensure you enter your supervisor's email address (how to) on your work term record in campusBRIDGE for each 4 month block you will be working there.

If you will be leaving the job earlier than the last 2 weeks prior to the end of April, August or December, please let your co-op onsite contact know and we can send the link earlier.