WKEXP 902 WORK TERM REPORT

PURPOSE

To develop a profile of an industry or industrial sector of particular interest to you. The focus of the profile is twofold; to provide a basis for you to target that sector for future employment, and to give you sufficient background to conduct yourself successfully in an interview.

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 coordinator who conducted your onsite evaluation.

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

ASSIGNMENT

Select a specific industry from one of the categories from the attached table. It may be effective to narrow your industry even further. For example, "Oil & Gas" is very broad, so focusing on "Oilsands" is a good strategy.

For your selected industry, provide information on at least six of the topics listed below. Be sure to specify in your paper which topics you have selected to discuss. Your reports must also include an analysis of your personal interest in this industry for a career, and an assessment of the opportunities available to you upon graduation.

- History of the industry
- Projected economic status of the industry
- Geographic locations of industry concentration
- Opportunities for engineers/which disciplines
- Major employers in the industry
- Union involvement (if applicable)
- Economic factors influencing the industry

- Advancement opportunities
- Political factors influencing the industry
- Government involvement/control (if applicable)
- Current economic status of the industry
- Recent technological advances
- Current hiring trends and long term prospects
- Environmental issues

Acceptable resources include financial/trade/news publications, interviews with people in the industry, your own experience, and library material. ***Wikipedia is not an acceptable resource***. At least one current media reference to the sector you have chosen to study must also be included. Make certain the information you provide is accurate and up-to-date.

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 902 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.

Natural Resources	Construction	Manufacturing	Transportation/ Communication/ Utilities	Services
Mining	Building, General Contracting	Forest Products Pulp/Paper	Telecommunications	Research & Development
Oil & Gas	Heavy Construction (road/bridge)	Chemical/Petrochemical/ Refinery	Electrical/Power	Computer Programming/Software
Forestry		Metal/Metal Products/ Machinery	Oil/Gas/Transmission/ Distribution	Computer Related Services/Hardware
Agriculture		Transport Equipment (Auto/Aero)	Instrumentation/Control	Management/Consulting
		Electrical/Electronic Machinery/Equipment	Water Supply/ Sewer Systems	Government Departments
		Food	Railway/Airlines	Air/Water Waste Management