

WKEXP 904 WORK TERM REPORT



Engineering
Co-op Program

PURPOSE

This assignment will provide you with the opportunity to build on your network of contacts, set some career goals and formulate plans for achieving them. You should be able to identify keys to success and potential setbacks with ideas on how to overcome them.

FORMAT

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

Length: 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, including the names, positions, and companies of your interviewees. *For reference formatting guidelines, visit <http://guides.library.ualberta.ca/citing>.*

You may include details of your interviews in attached appendices if you wish, but they should not form the main body of the document.

ASSIGNMENT

1. Create an ideal career path/plan for yourself based on your co-op and other work experiences. Your plan should include:
 - What industry will you work in?
 - What is your ultimate career goal? How will you get there?
 - What roles will you undertake?
 - Will you require further training?
 - What are your timelines?
 - What are your interests, strengths, weaknesses?
 - What are the potential setbacks? How can you overcome them?
2. Develop a plan for your job search, assuming that you do not get an offer to work with an employer from one of your work terms. Include the following:
 - How will you prepare for your job search?
 - What research and networking will you do? How will you do that?
 - What tools and resources will you use? Where will you find them?
 - What obstacles do you foresee? What would you do to avoid them?

3. In order to provide perspective on your career plan, interview three or more graduate engineers at varying stages of their careers, preferably in an area of industry that you are interested in working in. Interviewees should have a minimum of 5 years of experience. In your discussions determine how each engineer arrived at their current position. Key topics to address include but are not limited to:
 - Where did they begin their career?
 - How long they have been working?
 - Promotions attained and key factors contributing to them
 - Type and nature of work duties/responsibilities over time
 - Are they where they thought they would be in their career? Why? Why not?
 - What sacrifices have they had to make?
 - Where do they see themselves in 5, 10, 15 years?
 - Significant factors they see as important in determining success
 - Have there been any challenges or delays in their career progression? If so, how did they overcome them?
 - What would they do differently if they had to start again?
 - Key piece of advice for someone starting out in their career

4. Describe any similarities or differences between the information provided by the engineers to your planned career path. Analyze how your perceptions relate to real world experiences of the graduate engineers.
 - What did you discover that surprised or disappointed you or that you had not even considered?
 - Discuss any unexpected issues in career development discovered as a result of the interviews.
 - What changes will you make to your career plans? Discuss the extent of these changes. What will you do differently?

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 904 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.