



CO-OP WORK TERM REPORT WRITING GUIDE

Co-op Work Term and Professional Development Services



PART A

EXPERIENCE: IT MAKES ALL THE DIFFERENCE

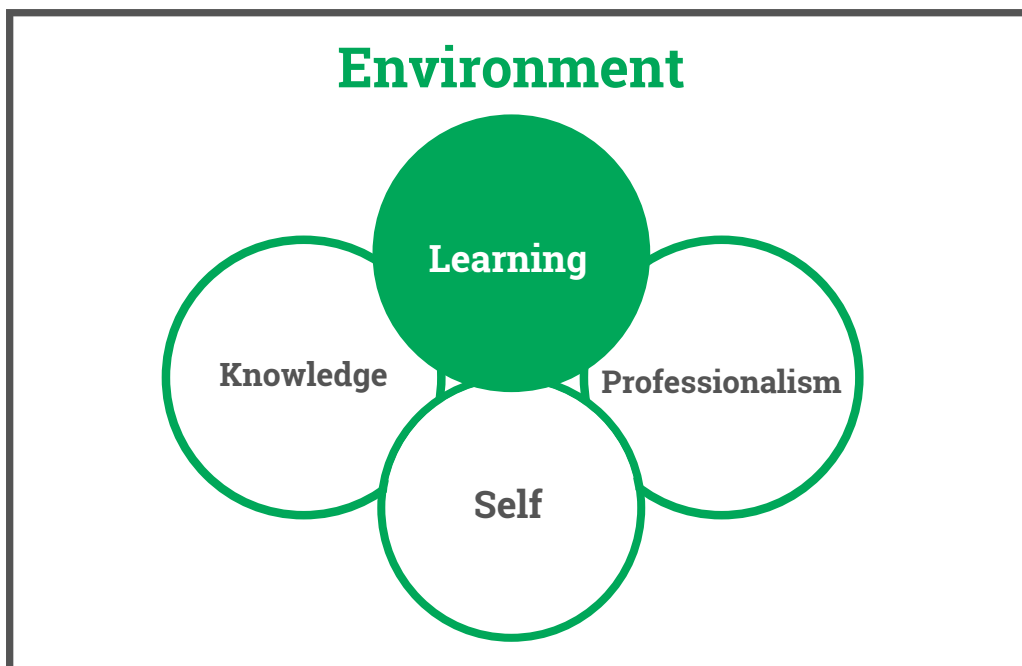
You've just completed your co-op work term. You might have had to deal with new, sometimes difficult, situations or simply had to take on the demanding tasks you were looking for. You found a way to adapt to these challenges and you carried on.

Now that you are about to go back to your studies, you can reflect on this professional journey, review your accomplishments and summarize what you have learned so that you can share with your friends and colleagues.

We ask you now to prepare a short description of your co-op work term experience as you would for a future employer: put things into context, give a brief description of your tasks and assignments, and finish with a conclusion to summarize your experience. Think of a title that would best represent it. Your text should be *150 to 250 words*.

PART B

In this second part, we invite you to review your work term experience and to reflect on the following four dimensions, both **professional and personal**. This would help you understand yourself, your interactions with the immediate environment, and will become your constructive basis for future choices.



1

Environment

The workplace environment has a huge impact on your work term experience. Some surrounding conditions can help you give your best, while others may have the opposite effect. Here are some questions that will help you identify your ideal environment.

Select the question you would like to comment on (answer in *150-200 words*):

- Describe your workplace, indicate which elements you consider positive and negative, explain why (e.g. working outdoors, in a lab or in an office, pace, workload, stress level, supervision, working in a team or by yourself, etc.).
- What did you learn from this workplace in general?
- What was your perception of the work environment at the beginning of your work term? Did it evolve or change over time?

2

Knowledge

They say theory and practice go hand in hand, mutually complementing, enhancing each other. During your work term, you had the opportunity to apply some of the knowledge and skills you acquired in your studies, and even to learn something new. We would like to know how your knowledge and skills evolved throughout your work term.

Select the question you would like to comment on (answer in *150-200 words*, give examples):

- What have you learned that will help you during your future work terms or in your job? How will it help you?
- Which aspects of your academic training were particularly useful (or lacking) during this work term? Explain. How did you make up for what was missing?
- Did you work on a research and development project? On a special project? Explain and summarize your work.

3

Professionalism

During the work term, you had to face various situations and had to adopt a certain style, conduct under specific circumstances. You showed professionalism in your line of work and acted according to the rules and expectations in your workplace, representing your profession with dignity and integrity. This choice of conduct will have a direct impact on your credibility and the rest of your career. Think back about your choices.

Select the question you would like to comment on (answer in 150-200 words):

- How did you show professionalism in the workplace?
- How would your colleagues and/or supervisor describe your professional conduct?
- Have you learned something specific related to certain rules and/or standards? What was your choice of conduct (safety and security, ethics, confidentiality, etc.)? Explain.

4

Getting to Know Yourself

Getting to know yourself will help you make better choices, determine your professional path and achieve your goals. Certain events during this experience allowed you to identify your preferences, strengths, values as well as limitations. We would like to know what best describes you.

Select the question you would like to comment on (answer in 150-200 words):

- What personal interests have you discovered or confirmed during this experience?
- Tell us about your personal and professional values and their role in your job experience.
- What are you most proud of in terms of this work term? Also, what would you do differently now?

5

Graduates

If this was your last work term, answer the following **two questions** (200 to 300 words total):

- Considering all your professional experience so far, what are the challenges that you look forward to in your future career? How would you describe your ideal workplace?

LAYOUT AND FORMATTING

Your work term report should be in Microsoft Word, respecting the following rules:

- Use a 12-point font size and 1.5 line spacing;
- Include a title page (see our example, on our website);
- Part A: Find a meaningful title to summarize your work term experience;
- Part B: For each section, write the title (Environment, Knowledge, Professionalism, etc.) and the question you want to comment on;
- Write your comments, respecting the word count for each section;
- Insert a footer with your name, email address and page numbering;
- Make sure there are no spelling or grammar mistakes. If needed, use proofing software such as Antidote (available at the Carrefour de l'information);
- Do not use any previous reports (in full or in part).

We reserve the right to refuse any work term report that does not comply with these rules. The coherency of your review, the depth of your reflection, the extent of your analysis as well as your professionalism will be taken into consideration.

Filing Your Co-op Work Term Report and CV

- File your report via the PDI to be reviewed by your employer and your professional development advisor;
- Update your CV (go to the My Documents tab of the PDI online platform).