



Work Report 1: Planning and Goal Setting

The first work term report will incorporate the following sections:

I. **Introduction:** Background information on the organization, company or government department where you spent your co-op work term. Explain the broader context of the position within the organization in terms of organizational structure, institutional or corporate culture, risk management and contribution to corporate or institutional objectives, as well as comparable employment opportunities.

II. **Reflection:** Reflecting back on your work term, 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? Did this experience challenge you with respect to your abilities? How will you prepare for your next work term?

III. **Goals:** Have you developed greater clarity about your academic goals throughout your co-op work term? What does that mean to you? Are there particular courses that you have completed that prepared you for this position or courses that you will take in the future that you now feel will be relevant/useful? 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 program, what has the practical application of classroom knowledge in the workplace done to your evolution as a student?