

# Final Work Term Report Guidelines

## The Purpose

The Final Work Term Report is reflective in nature and provides the student with an opportunity to share about their work term experience, make connections to their personal and professional career development, and consider their relationship building and networking skills through the work term. Students will reflect on their skill development, how they can become a stronger workplace professional moving forward, and future work term considerations and/or next steps post final work term.

## The Structure

The Final Work Term Report should be roughly 1000 words and written in the first person. Please review the guidelines below and consult the Rubric when completing the Final Work Term Report.

**Introduction:** Share about your role within the organization including your position's duties and responsibilities, the team you were a part of if relevant, and a general overview of your work.

**Body:** Organize this section using three subheadings, as listed below, and reflect on the areas listed under each subheading.

### ***Subheading 1: The Work Term Experience***

- Review the five learning objectives you set at the beginning of the work term. Did you accomplish what you set out to? Were there any challenges or barriers to completing your learning objectives?
- What projects did you complete? What problems did you solve? What were your major accomplishments and growth opportunities during the work term?
- What did you find was the greatest value of your work term experience?
- What was the greatest challenge that you faced during your work term?
- Did you feel supported by the Co-op team through the experience?

### ***Subheading 2: Personal and Professional Career Development***

- What connections can you make between your learnings in your degree program and your work term experience?
- How have you developed as a professional in the workplace? Share about the skills you have developed and strengthened. What skills do you still need to develop to become a stronger employee in the workplace?
- Did you experience any conflict in the workplace, either on your team or with the public? If so, what was the outcome of the situation/how did you handle the situation? Would you handle a similar situation differently in the future?
- Has this experience impacted or shaped your long-term career goals? Through this exercise in career exploration, what have you learned about yourself and your interests and strengths? Did this experience feel like a good career fit for you?

### ***Subheading 3: Relationship Building & Networking***

- Reflect on your experience collaborating with different personalities on your team. What was the experience like cooperating with others and learning from your colleagues?
- How did you build professional relationships with your supervisor and your colleagues?
- How will you keep in touch with the network you have built in this experience?
- If relevant, did you connect around future work term opportunities or an opportunity for mentorship? How was that experience?

**Conclusion:** Reflect on future work term area considerations and final thoughts on the work term.

- What have you learned about the job search and typical recruitment process through securing your work term position? How will this knowledge help you when searching for future work term opportunities or jobs after graduation?
- If you have another work term to complete, share about what areas, industries, or fields you may be interested in pursuing for a future work term? Is there a specific role you would like to secure for a future work term?
- If this is your final work term, share about your long-term career goals post final work term and how this work term has shaped your career plans.

**Please submit your Final Work Term Report on the Student Experience Portal to your Work Term Record under “Co-op Final Work Term Report” by 11:59pm on the last day of your employment contract.**

All your work term requirements (Work Term Record, Learning Objectives, Mid-Term Evaluation, Final Evaluation, and Final Work Term Report) must be completed and submitted to successfully complete your work term and receive a PASS for your non-credit work term course.

If you have any questions about the Final Work Term Report, please connect with your Co-op Coordinator.