



Master’s Work Term Report Guidelines

SEVEN OPTIONS FOR YOUR WORK REPORT: choose one

Reflective Report	Informational Interviews
Organizational Profiles	Masters Student Point of View article
Career Planning	Design your own Report
LinkedIn Feature	

If you have any questions about work reports, please contact your Masters Co-op Coordinator.

1. REFLECTIVE REPORT

PURPOSE

This work term report is an opportunity for you to summarize and document your work term experience and allow you to pause and reflect upon your work term experience.

CONTENT: The content should provide the reader with a good understanding of the organization you worked for, the skills and experiences you gained during your work term, as well as your accomplishments during your co-op and your goals for your next work opportunity.

Required Information:

1. **A profile of the organization and your department:** This short description will provide details, *written in your own words*, about the organization’s purpose / mandate / activities. This can include specific details about the division, department, team, or unit if relevant and appropriate.
2. **An overview of what you did on your work term, what new skills and experience you gained, and how the position fit or did not fit your learning objectives.**
3. **What you accomplished during your work term and what your goals are for your next term.**

FORMAT: This report should be 4-6 pages, typed and double-spaced. It should be written in a professional standard business report style and be suitable for reading by other co-op students.

Important: You must submit a signed employer release form (accessible in your Canvas course) for this report option to be made visible to other students.

SUBMISSION

Use the following naming convention for Canvas submissions:

Semester_Student Full Name_Assignment Name

Example: SU24_John Smith_Reflective Report

EVALUATION

This report is read and evaluated by your Co-op Coordinator, and kept by Arts Co-op in your Co-op student file.

This work report will be made available for student reference unless it is deemed confidential by you, your employer or a Co-op Coordinator.





3. ORGANIZATIONAL PROFILES

PURPOSE

This work term report is intended to help you research and learn about possible prior work term experiences (CA)-4 (T-0.001 Tc 0.)TJEH



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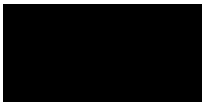


Date:	Major:
Company Name 1:	Job Title/Length:
Company Name 2:	Job Title/Length:

The answers to the following questions collected via this work term report from senior students/alumni will be used as part of the Arts Co-Operative Resource Library, a tool created to assist students to better prepare themselves for seeking and making the most of their work term experience.

Preparing to Seek for a Co-Op Work term

1. **Applications:**What content would you recommend adding to a resume to make an applmost of the



3. **Goal Setting** Creating work term goals increases **learning opportunities** and ensures the student is making the most of their **cop**. What advice would you give students working for 8 months so that they can continue to be challenged in their role?

Other Comments and/or Advice

4. Add any comments or advice you may have here.



5. CAREER PLANNING

PURPOSE

This report is designed to help you assess your skills and experience, and what you need to do to prepare for launching your career after graduation.

CONTENT & FORMAT

The plan is an individual and personal assessment to facilitate your career growth,





7. LINKEDIN PROFILE

PURPOSE

This work term report is an opportunity for you to summarize and reflect on your work experience while also sharing it with a wider audience. Research indicates that it is important for a student to reflect at the end of each work term so that they can maximize their learning for their next co-op work term.

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