

answering behavioral interview questions in the future.

WHY SHARE IT?

We strongly encourage you to allow the Co-op office to share your Work Term Report (anonymized) with others. This deepens everyone's understanding about the types of organizations and nature of the work that co-op students engage in. Rest assured, your name will be kept anonymous, so only your work report is shared. The Work Term Report Release Form, signed by both you and your employer, is the place where you will give us permission to do so.

REQUIREMENTS TO PASS

The following deliverables are required in order to receive a Passing grade (P) for each work term semester:

- x Work Term Report
- x Work Term Report Release Form, dependent on chosen Work Term Report Option
- x Completion of 'Rights and Responsibilities & Health, Safety, and Well-Being' Module (survey)

DEADLINES & GRADES

The deadline dates for submitting the above documents for each work term semester are:

Spring: April 7
Summer: August 7
Fall: December 7

Co-op Practicum Courses are graded as a Pass (P) or Fail (F), and will appear on your transcript. If the co-op office has not received all the required deliverables by the deadline date, a Deferred (DE) grade will be recorded for your Co-op Practicum course. This DE grade will change into an F by the end of the first week of classes in the following semester. Change of grade requests will be submitted once the required documents are received by our office but processing times may be lengthy for grade changes (end of the first month of the following semester). This is particularly worth noting if you are applying for scholarships, bursaries or graduation.

EMPLOYER INVOLVEMENT

Most work term reports contain much of the content that will help you market yourself in the future. Get input from your employer on how to best articulate your accomplishments and learning as these reflections form the basis of your future cover letters and interview responses. As your current employer represents your target audience, their feedback is

Co-op to share your anonymized Work Term Report with others as an educational resource. In a few report options, the Work Term Report Release Form is not required (see Options section for details).

FORMATTING REQUIREMENTS

