A requirement of the FASS Co-op practicum is submission of a written work report, and two online evaluations – one completed by you and the other by your supervisor.

Your supervisor must also sign off on the report before you hand it into the Co-op office – using the Workterm Report Employer Release Form available in the practicum canvas course - Work Term Report Employer Release Form assignment.

The purpose of the report about your Co-op work term is:
• To assist the Co-op program in assessing the relevance of your practicum and provide feedback on the appropriateness of the program curriculum
• To benefit future students applying or interviewing for the same or similar position
• To encourage you to put the Co-op experience into context and give the opportunity to reflect on your work term and how it relates to future aspirations

DEADLINES & GRADING

The deadline dates for submitting all work term reports and accompanying documents as above are:
Spring: April 10  Summer: August 10  Fall: December 10

Even if your work term end date is later in the month, this is still the submission deadline (we know you’ll be busy wrapping up your work the last weeks of your term!). You can request an extension on your report with advance notice under extenuating circumstances – either email Eva Lewis or discuss deadline at your site meeting.

FORMAT & LENGTH

• 6-10 pages, double spaced with title page.
• Title page must include Full Name, Month + YEAR work term report and name of your organization, department/branch and your job title
REPORT: OVERVIEW OF YOUR WORK TERM

Guidelines for info to include:

- A profile of the organization and your department, plus mandate
- Short overview of your projects, responsibilities and activities
- Details of your accomplishments during the work term
- Knowledge areas and issues you primarily dealt with in your position, how you addressed them and the level of your involvement (ie. your role on the team)
- Examples of skills you acquired or developed further.
  In what ways did this job fit/not fit your learning objectives?
- Helpful advice for future Masters Co-op students about this position and work environment
- The aspects of work term (aside from job itself) that impacted you most (e.g. commute, organizational structure, work environment, workload, etc.)
- What aspects of first year curriculum were helpful in your job; provide examples
- A reflection on why you think you were selected for the position
- How position confirmed or changed your career goals
- How you will use the experience you gained in this position in future pursuits.

EVALUATION FORMS – STUDENT AND EMPLOYER

Student Evaluation: Your supervisor won’t see this evaluation, nor will other students.

Log into myExperience > From the Dashboard screen, click on the Co-op tab > Click on your current co-op position > Click on “Final Student Evaluation” in the Work Term Details box > Create Record > Fill in all fields > Submit

Employer Evaluation of Student: a link to this evaluation will be sent to your direct supervisor approximately one month before the end of the work term. It is important that you check they received it, and intend to complete it before the deadline.

HOW TO SUBMIT YOUR DOCUMENTS

Upload your work report to the Canvas Course as a Word or PDF document in the appropriate Canvas assignment module.

A scanned copy of the signed Workterm Report Employer Release Form needs to be uploaded in the Canvas Course as well - in the designated module for this specific document. Please do not include it in the same file as your work report.

A copy of your report (if not deemed confidential) will be available to future Masters cohorts during their job search semester.
CONFIDENTIALITY

Please do not include personal information (e.g. your student number), or material considered by the employer to be sensitive or confidential. The work report is not a forum for expressing your views on the work environment or individuals connected with your employer which may be considered slanderous.

If the nature of your work is such that anything you submit must be considered as confidential, you should clearly indicate this on the title page of your report. In this case, your report will then only be read by your primary coordinator in Arts and Social Sciences Co-op, and will not be made available to students.

FEEDBACK

You will receive written feedback from Eva Lewis via email regarding your report and evaluations.

GRADES

Upon submission of your work report + evaluations and successful completion of your Co-op practicum, a grade of “CO” (completed) will be awarded for your Co-op practicum course. As the Registrar’s Office may process grades earlier than our deadline date, you will be assigned a grade of “DE” until such time as your grade is processed. Failure to submit a work report will result in a grade of “IP” In Progress until report and evaluations are completed.