FACULTY OF APPLIED SCIENCE CO-OPERATIVE EDUCATION

COMPUTING SCIENCE GENERAL WORK REPORT GUIDELINES

As part of your commitment to SFU’s Computing Science Co-operative Education program, you are required to submit a Work Report and a Supervisor Evaluation for each four-month work term.

DETAILS & DEADLINES

Submitting your Work Term Report:
Your Work Report is to be submitted through the CMPT Co-op Work Term Requirements CANVAS course for the semester you are working, by the 10th of the last month of each work semester (April 10, August 10, and December 10). Upload your Work Report in the course ‘Assignments’ section. In the case of the Oral Presentation, you are to upload a draft of your slides to the CANVAS course by the deadline, and you will receive details later about signing up for a presentation session.

Supervisor Evaluation:
Your Supervisor will also receive an email with an online evaluation to complete by the 15th of the last month of each work semester. It is important to ensure that your Supervisor’s email address is correct in myExperience when you begin your work term, to ensure this evaluation makes it to them.

Student Self-Evaluation:
We recommend you take the time to complete a Self-Evaluation for each Co-op work term you complete. The evaluation provides you with an opportunity to give feedback to the FAS Co-op Program on all elements of your work term. In myExperience, go to Co-op/select your current work term, and click the Self-Evaluation link. Nothing is required to submit on CANVAS for the Self-Evaluation.

Pass / Fail / or Deferred Grades:
Your Coordinator will carefully review your work report to ensure it meets the evaluation criteria outlined in each Work Report guideline. Not meeting the evaluation criteria, or missing the deadline for either your Work Report, or the Supervisor Evaluation, may result in a “DE” (deferred) grade for your Co-op Course. If either requirement is not received, the “DE” will be changed to an “F” (fail) for your Co-op Course, and you may not be able to participate in further Co-ops. If the requirements are submitted successfully and satisfactorily by the deadline, you will receive a Pass for your Co-op work term.

WHICH REPORT TO SUBMIT

The following order of Work Reports to submit is recommended for all CMPT Co-op students. If you have a compelling reason for wanting to request a change in the order of your Work Report, please contact your Coordinator as soon as possible to provide your rationale and obtain permission.
Work Term # 1 (CMPT 426): REFLECTIVE REPORT

Work Term # 2 (CMPT 427): ORAL PRESENTATION or LEGACY DOCUMENT (after consultation with / approval from your Co-op Coordinator)

Work Term # 3 (CMPT 428): DEVELOP YOUR PROFESSIONAL NETWORK REPORT

Work Term # 4 (CMPT 429): STRATEGIC PLANNING REPORT

Work Term # 5+ (CMPT 430): ONLINE LEARNING COMMUNITY (OLC) ARTICLE

If you have any questions, please contact your Co-op Coordinator directly