CMPT WORK REPORT FOR WORK TERM # 1 (CMPT 426)
REFLECTIVE REPORT

This report will allow you to pause and reflect upon your first work term experience. Research has clearly indicated that it is helpful for Co-op students to pause and reflect at the end of each work practicum on what has been learned and accomplished before moving on to the next work practicum or study semester.

Your work project should provide the Co-op program with a good understanding of your Learning Objectives for the work term, and the progress you have achieved during the practicum. Concerns you might have encountered should also be identified. The report can also be used as a tool to help you update your resume, create cover letters, and answer behaviour-based interview questions in the future.

Your reflective report must not include proprietary or confidential information. Ensure you understand what you are permitted to share with those outside of the company, and consider having your supervisor review your report before submitting to the Co-op office. If some aspects of your work are confidential, do not include these details. Instead, include higher level non-confidential details regarding your responsibilities and accomplishments, and ensure you comment on this in the report so the reader is clear about the level of detail you are providing.

REPORT FORMAT & CONTENT

Title Page: Include the following information:

1. Company Name
2. Co-op Program (Computing Science)
3. Co-op Semester (Mo-Mo / Year)
4. Name & Student #
5. Word Count (minimum 1500 words)
6. Permission to View? (Yes – other students will have access to your report OR No – will be kept in your confidential student file)

   **This page will be removed before displaying to other students if permission is granted.

A) Identifying Information: List Company Name, Job Title, and Term (Spring/Summer/Fall) and Year
B) Work Environment: This section should be 200-300 words and include the following information:

   1. Brief description of the company’s history
   2. Organization’s structure and atmosphere
   3. Company’s major products/services, in particular those that relate to your role

C) Co-op Work Activities: This section should be 300-400 words and include the following information:

   1. Detailed description of your experiences, projects and responsibilities
   2. Discussion of results, progress and/or accomplishments
   3. Relevant graphs, charts, photos or images if relevant and approved for distribution by employer
D) **Personal Perspectives & Learning:** This section should be 800-1000 words and consider some or all of the following questions:

1. What were your learning objectives this term? Did you meet them, and why or why not?
2. What did you learn about workplace culture?
3. How did your business operations knowledge increase?
4. What areas of personal development did you see the most growth in?
5. What key things did your mentor/supervisor impress upon you for success or work in your profession?
6. What strengths did you recognize were the most important for your success?
7. What skills were learned or improved upon?
8. What technical knowledge did you learn?
9. What areas would you like to further develop?
10. What knowledge did you gain about your career path? Did this impact your academic plans? What SFU courses prepared or assisted you in this position?
11. What value did you gain from this work term?
12. What did this co-op offer you in learning about the type of work and environments you want to explore in the future and your overall confidence moving forward in your career direction?

**EVALUATION CRITERIA:** Your report will be reviewed by a Co-op Coordinator. The following criteria will be used to evaluate if your report receives a passing grade.

- Includes a title page with all requested information
- Includes all 3 sections
- Word count is acceptable
- Spelling and grammar issues are minimal to none
- Company and student role are clear to reader
- Description of tasks, projects, responsibilities are clear to reader and confidentiality issues are clearly addressed if present
- Significant reflection of learning objectives, skill development, progress, challenges, and future goals was given

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