WKEXP 901 WORK TERM REPORT

PURPOSE
To help you clarify your goals for future work terms based on your initial experience in a co-op work placement.

FORMAT
Your report must include a formal introduction, a body of analysis as described in Assignment below, and a conclusion.

Length: 4-5 pages, typed & double spaced. Number all pages, not including the cover page. Cover and reference pages do not count toward the report length.

Font: 12pt; Calibri, Arial or Times New Roman

Margins: 1”

Cover Page clearly indicating:
- Student name
- ID number
- Work term
- Discipline
- The name of the coordinator who conducted your onsite evaluation.

Reference Page (if used): For reference formatting guidelines, visit http://guides.library.ualberta.ca/citing

ASSIGNMENT
1. Provide an overview of the organization currently employing you. Include the following:
   - Size and purpose of the organization
   - Products and services provided and markets served
   - Where in the organization your area/department fits, its role and responsibilities
   - Your role in your department and in the organization

2. Describe the opportunities available for learning in the organization. Some of these may include:
   - Production/operation processes
   - Management style used
   - Methods used to coordinate operations/projects and budgeting/planning

3. Based on this information, provide an analysis of your work preferences, which can help you in deciding the direction of your future work terms. Discuss your preferences regarding:
   - Style of management/supervision
   - Type and nature of tasks
   - Level of responsibility
   - Work environment (field, plant, or office) and location
DEADLINES
Your paper is due one month prior to the end of your work term:

<table>
<thead>
<tr>
<th>Work Term</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Winter</td>
<td>March 31</td>
</tr>
<tr>
<td>Summer</td>
<td>July 31</td>
</tr>
<tr>
<td>Fall</td>
<td>November 30</td>
</tr>
</tbody>
</table>

SUBMISSION
Reports may be submitted by email or in person, to the Coordinator that conducts your on-site visit, or to the Engineering Co-op Office.

*Late assignments will not be accepted and may result in a grade of FAIL.*

EVALUATION
Your coordinator will grade your paper and send the evaluation to you via email.

**REMINDER: PERFORMANCE EVALUATIONS**

Please remind your supervisor to complete and return your performance evaluation to us in order for you to be granted credit for the work term.

Evaluation forms are available on the co-op website at: [https://www.ualberta.ca/engineering/study-with-us/co-op/students/evaluation-forms](https://www.ualberta.ca/engineering/study-with-us/co-op/students/evaluation-forms)