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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<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>
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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.

**REMEMBER: 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.