

WKEXP 901 WORK TERM REPORT



Engineering Co-op Program
University of Alberta

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:

Work Term	Due Date
Winter	March 31
Summer	July 31
Fall	November 30

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:

<http://www.coop.engineering.ualberta.ca/Employers/EvaluationForms.aspx>