COMPUTER SCIENCE CO-OP WORK REPORT

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FROM: Austin St. Jean

TO: Chris Elliot

This summer co-op work term, I worked at Public Services and Procurement Canada. My team and I worked remotely in the comfort of our homes. I worked fulltime for 3 months, starting May 24th stretching to August 18th. I first met my manager Joel Codo, and later met the rest of the team including my supervisor Henna Naseri. I worked for the Pay Administration Branch where I was updating and creating web pages along with overseeing the requests that came into our inbox.

The mission statement of Public Services and Procurement Canada is: “To deliver high-quality, central programs and services that ensure sound stewardship on behalf of Canadians and meet the program needs of federal institutions”. It supports federal departments and agencies in the achievement of their mandated objectives as their central purchasing agent, real property manager, linguistic authority, treasurer, accountant, pay and pension administrator and common service provider.

While at work I used a variety of different applications and software. These consisted of Microsoft Office products as well as GIT and Adobe Dreamweaver. Tickets would come from clients in our team generic inbox on Outlook. Once a ticket was received a team member could assign the ticket to themselves. Once I completed a ticket, I would reply to the client and move the ticket into the appropriate folder to keep the completed and incomplete tickets in order. Most to all ticket requests consisted of HTML updates or additions. To do this I used an application called Dreamweaver. At first it was a little uncomfortable to use but my supervisor walked through everything with me and if I had any questions, someone was always there to help. Any changes I made within Dreamweaver was done in a development environment. This means my updates were not seen on any live page but was in the development page. As a student I could not push lives changes and had to ask a team member to push my changes. My team and I used Teams to communicate with each other and this is where we did meetings. I’m already familiar with the Office products so that aspect of my work felt very congenial. GIT at times was difficult to understand as it was easy to run into errors if you didn’t communicate with my team members properly. GIT allowed me to pull the newest versions and push my versions of pages I was working on. Every time I started working on a new ticket I pulled for the newest version and repeated the cycle. Most tickets that came in had a due date but for the most part we completed each request fast enough that it was usually done day of.

During my term I worked in my room at home, and I had access to a personal laptop that was connected to an additional monitor and with this I had a double monitor setup. All my technical components were sent to me before the start of my co-op and I had it set up on the first day. The computer worked off Windows 11 therefore I had my own windows account that had its associated with permissions and restrictions. Once logged in I had to start a VPN as the PC ran through the VPN that connected me to the PSPC network. Once connected I could access any and all applications such as Teams and Outlook. As a Student, I was not given full permissions. For example, I could not install most applications, this was done by my requests made by my supervisor, and I could not access the Active directory. The Active Directory is used to push updates to the live versions of pages which was managed by my team members as mentioned earlier. While working at PSPC, it was mandatory to take part in their internal school system. This is a system provided by PSPC to new employees so they can learn about the company and exercise good practices. Classes were done over Teams and continued day to day for the first month and a half.

While working at PSPC, I didn’t acquire many outstanding skills that improved my understanding on programing. As I mentioned earlier, most of my work was completed in HTML. My knowledge on HTML is already good so most anything I did were skills I learnt in Web 1 and Web 2 during my first year in computer science. An assignment that stands out the most for where I got most of my knowledge is my final assignment in Web 1 where I created a full personal website with many pages and links. Both operations were very similar. There were some tricks I learnt while looking at their coding standard and how they wanted things to be presented such as accordions and images. I learnt how to code easy navigation and learnt about new tags such as abbr and dove deeper into meta tags and data. While working with GIT, the class from Heritage that resonated with me most was Web 5 and my Happy Valley Cannels assignment. In both situations I worked with a team and managed committing our different changes and versions. In school it was confusing understanding how to commit without any errors but with that being said, that experience helped me understand how to work more efficiently and with narrow stress in my workplace.

Going into the co-op I didn’t know what to expect. This was my first web developer position, and I wasn’t sure if my grades and current knowledge were strong enough. Once I started, I knew I could complete the work that was given to me. Everything I was assigned were things I was well versed in and could easily expand my understanding on. My set up was very easy to get used to and felt familiar. The only real new thing was learning Dreamweaver but its like most IDEs, so I attached quickly. Every day I felt prepared for anything I had to do and by the end of the day I satisfied with what I accomplished.

The highlight of my work term was the BBQ my department held. It was their first get together in 3 years as my department was still working online since the start of the pandemic. When meeting everyone it was a little awkward at first was no one really knew each other as my team members were also meeting each other for the first time but as time went on it was a pleasant experience. We had food and drinks, talked about work and school and played chess. This was early on in my term, so it was nice getting to know my colleagues and creating a good foundation and connection.

My work term was very low stress and very achievable. There isn’t a lot that stands out as things that I didn’t enjoy or found too difficult or stressful. My team were great people and work was frequent therefore I have no suggestions or recommendations in terms of my work itself. The only thing that comes to mind is I wish there was more communication before the start date. For a long time, I wasn’t sure if I was being acknowledged because I received a box in the mail with my computer but wasn’t told anything about it about a month later. It wasn’t until a couple days before I started that I got clarity. That was the only thing that I wish was handled better. Another thing that could have been nice was have more times where I could talk to my team because most of the communication was done over text apart from our 1 weekly meetings. There were days where I went not talking to anyone and that felt a little detaching.

Overall, my PSPC co-op summer work term was an enjoyable experience. It was different working fully remote, but that is some experience I’m glad I obtained. I was able to apply my abilities to the workplace and I’m happy to move forward with what I’ve gained from working at PSPC. I really enjoyed my team and how great and supportive they were and I’m happy I got to learn and work with them over the summer.

**Austin St-Jean**

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OBJECTIVE:

To obtain a position in the Ottawa/Gatineau area

SKILLS AND CAPABILITIES:

**Web Development**

* HTML, CSS
* Responsive web design
* Web site creation, design, and accessibility
* JavaScript
* PHP
* C#
* .Net
* React
* GIT

**Database Management**

* SQL Developer
* Data Modeler

**General Skills**

* Very cooperative
* Good team player
* Time management skills
* Organized
* Friendly and positive

**Other**

* Scripts, batch files, command lines
* Linux (Ubuntu)
* Java
* Eclipse, Visual Studio Code, Visual Studio, Dreamweaver
* Bios
* MS Office (Word, Excel, PowerPoint, Visio)
* Windows security/malware prevention
* Software development life cycle
* Agile development
* JAD
* Android
* Requirement analysis and gathering

PROJECTS:

**Happy Valley Kennels**

* Created full working application for a kennel reservation system. This included login, staff, and customer pages with an integrated database. Worked in a team and accomplished our goal through sprints and team foundation server.

EDUCATION:

* Heritage College, Gatineau, Quebec. Computer Science (2020-2023)

WORK EXPERIENCE:

**Public Services and Procurement Canada (May 2023-Current)**

Web Developer

* Update and create government web pages. Complete assigned tickets from clients.

**Le Belvédère (May 2022-December 2022)**

Jack of all trades

* Prepare wedding hall for clients through décor and storage management. Assist coordinator and clients with tasks to satisfy any and all needs.

**Department of National Defense Canada. (May 2021-Auguest 2021)**

IT support

* Image company laptops and tables for client pick-up, update and prepare computers for client use, complete assigned tickets.

**Hamilton’s Wakefield. (June 2018-May 2021)**

Car washer / helper

* Prepare brand new vehicles for customer pick-up, prepare new vehicles on arrival, clean and paint the dealership for polished look.

ACTIVITIES AND INTERESTS:

* Love Hockey, Music, and Gaming. Favourite NHL team is the Canucks since 2011.