

Arts & Science Co-op: On Work Term Goal Setting & Tracking Template

Work Term Information

Student Name:

Amanda Zhu

Supervisor Name:

Sivakumar Ekambaram

Work Phone:

N/A

Supervisor Phone:

[REDACTED]

Student Email:

Student
Signature:

Supervisor Email:

Supervisor
Signature:

Company Name: Magna Mechatronics, Mirrors & Lighting

	Task and Action	Result	Tracking Progress			Result
Goal	Tasks/Projects	Metric/Evaluation of Success	Start date	End date	Status	Work Sample/ePortfolio
Work and interact with the team to develop UI/UX for different new projects	<ul style="list-style-type: none">- Actively listen during the meeting, including during presentations and post-presentation discussions- Continuously work and communicate with the team for front end development	Final project delivery with the team	Friday, February 14	Friday, February 14	To be completed	Written documentation of my contribution to the discussion

Teamwork & Communication

This learning goal should target the acquisition and/or improvement of your teamwork skills, including, but not limited to, items such as, your ability to work well as part of a team or work group, seek information from other team members and appropriately respond to the needs of others in your team or work group. A list of additional teamwork sub-skills to help focus your learning goal can be found via [Important Teamwork Skills That Employers Value](#).

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Interpersonal

This learning goal should target the acquisition and/or improvement of your interpersonal skills, including, but not limited to, items such as your ability to interact with your supervisor, communicate effectively with others, motivate others, and empathize with others and their perspectives. A list of additional interpersonal sub-skills of which you may want to focus your learning goal can be found at [Important Interpersonal Skills That Employers Value](#).

Deliver a clear, concise, and informative presentation at weekly meeting	<ul style="list-style-type: none">- Keep track of what I'm working on over the week (by taking screenshots, notes, etc.)- Make Powerpoint slides, Gantt chart, and notes at least 2 hours prior to the meeting- Reflect on my own and my team members' past presentations (what they did well, what feedback they received)	<ul style="list-style-type: none">- My presentation ends with the team understanding my progress over the week, how it compares with my goals from last week, and what my goals are for next week- I speak clearly and welcome any related questions or comments- My presentation stays within the 10 minute timeframe	Monday, February 10	Friday, February 14	To be completed	Powerpoint slides from my presentation

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Job Skill

This learning goal should target the acquisitions and/or improvement of a job specific and/or industry relevant skill (e.g. lab techniques, programming languages, research methods, etc.). It is recommended that this goal, specifically, is discussed with your supervisor to ensure it is appropriate and relevant to your role and the industry within which you are working.

Become familiar with React	<ul style="list-style-type: none">- Assist with UI and front-end bug fixes on the particular apps- Thoroughly review the structure, data types, and syntax of the apps' existing code	I intuitively understand how to approach a given task without researching React first. I	Monday, February 3	Monday, March 31	In progress	A written reflection of my process achieving this goal, including what I've learned and what I need to work on