**Work Term Report – ACCREON**

|  |
| --- |
|  |

UNB Faculty of Computer Science Cooperative Education

Brent Simmons

Summer 2015

## Introduction

This report aims to summarize and highlight the experience gained by Brent Simmons, henceforth referred to in first person, through a cooperative education (Co-op) term at Accreon. This term takes place in the summer of 2015 and lasted for the months May through August for a total of four months. The goal of the term was to increase my awareness of the computer science industry and to gain insight into the divide between university and the real world. Located at 414 York St in Fredericton, Accreon is a consulting company specializing in the health care sector. At Accreon, I expanded my skill set with an intro to prototype debugging, micro-services, native mobile apps development, and a multitude of various languages such as HTML5/CSS, Javascript/JQuery/AngularJS, and PHP.

## Summary

* an overview of your responsibilities, any specialized training during the term, etc.  Comments should be made on the work term environment, how prepared you felt for this position, and the level of supervision and mentoring you received.

A main responsibility of mine was to build two mobile phone application prototypes for Manion Wilkins. In addition, other responsibilities include debugging a mobile application, preparing a demo for a lunch-and-learn and general research on mobile development and modern user interface design.

There was not any formal training per say, but knowledge was acquired in the form of discussions and demonstrations with experienced programmers and managers.

## Professional/Personal Development

* how you were able to develop as an emerging professional, what technical and business content you learned.
* this should include, most importantly, a reflection of each of your own personal work term goals, including a self-assessment of the level of skill attained.

# Letter of submittal

The letter of submittal, or cover letter, that accompanies an engineering report is a business letter formatted in the normal way used for your company letters. The objectives of the letter are:

* to say that the report is being submitted,
* to identify the occasion or the order or request which caused the report to be prepared,
* to emphasise any aspect of the report of particular interest to the recipient.

**UW work reports (and GenE 167 to have it in your template):**

You **must** include a sentence, (modified to acknowledge joint work and adapted as necessary) which states, “This report has been prepared and written entirely by me and has not received any previous academic credit at this or any other institution.”

The letter can be quite short. The following are suggestions.

# In the first paragraph

* State the title or subject of the document.
* State the reason it was prepared, such as in fulfilment of a contract or in response to a request from a superior.

# In the final paragraph

* Optionally, offer to answer any questions that arise.
* Mention and possibly thank any person, or group that helped prepare the actual document, if that is of direct interest to the recipient.

**Other possibilities**

The middle paragraphs might state how conditions have changed from the original terms of reference to affect the contents or conclusions of the report.

Sometimes the most urgent or important conclusions or recommendations are mentioned in the letter.

This is sometimes the occasion to refer to, and to attach, your bill for professional services.

## Appendix (professional log)

Each term’s **monthly log** must be verified and initialed by the on-the-job IT supervisor and signed by them before the student leaves the work term.  Each logged activity will be expressed in action-oriented terms (use verbs) which clearly indicate the area of involvement and the student’s role. The student will type all of the needed information, including the Supervisor’s name and address information, on the log page before having the Supervisor verify/initialing each month’s activities and sign at the bottom of the log; if two supervisors are involved in initialing and signing the log, then both of their names and job titles must appear at the bottom of the log form. If necessary, the form may be expanded to include an extra page but the table format should be preserved. The font may be shrunk, within reason, to allow the log to fit on one page. A sample “Professional Log” for a 4-month work term is shown at [Guidelines for Writing Professional Logs  (.pdf file)](http://www.unb.ca/fredericton/cs/_resources/docs/coop/guidelines_for_writing_professional_logs.pdf)

|  |  |  |  |
| --- | --- | --- | --- |
| **Month and Year** | **Record of Work Activity**  **(min of one entry per month)** | | **Verification** |
| May 2015 | -activity | |  |
|  | -activity | |  |
|  |  | | Initials: |
| June 2015 |  | |  |
|  |  | |  |
|  |  | | Initials: |
| July 2015 |  | |  |
|  |  | |  |
|  |  | | Initials: |
| August 2015 |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | | Initials |
| **IT Professional Supervisor:**  Please verify that the work activities listed are complete and accurate before initializing beside the LAST line of each month`s entries.  Please sign your name in the box to the right. If another person has verified this Log, please include their name, title, and signature. | | Name (printed):  Signature:  Job Title:  Employer Name:  Location: 414 York St. Fredericton, NB E3B 3P7  Phone: | |