School of Interactive Arts & Technology

Work Term Report Guidelines

DOCUMENTS REQUIRED

Three separate documents are required near the end of each work term in order to receive a "Pass" grade for the work term:

1. A Work Report (see instructions for two options on the next page)
2. A completed Supervisor's Evaluation Form
3. An updated resume that includes your current work term experience.

Please email your required documents in <u>Word or PDF format</u> to the Program Assistant (siat_cs_coop@sfu.ca). The subject line in the your email should state the semester, year, full name and student number (i.e. Fall 2012 Work Term Report – John Smith (2009391934))

DEADLINES

The End of Term documents are due:

Spring: April 7   **Summer: August 7**   **Fall: December 7**

If you are unable to submit these documents by the stated deadline, please contact the Program Assistant (siat_cs_coop@sfu.ca) as soon as possible. **Failure to submit these documents by the specified deadline may result in a 'failing grading' for your co-op term.**

CONFIDENTIALITY

Please ensure that your report does not breach your employer's confidentiality requirements. This work report **will be made available for student reference** unless it is deemed confidential. If the work you do is of a confidential nature, ensure your supervisor reads the report and authorizes disclosure, and mark your report as "not viewable".

FORMATTING

The Work Term Report should be typed and single-spaced.
It should include a **Title Page** indicating:

- ✓ *Full Name*
- ✓ *Student Number (we will remove this before report is viewed by other students)*
- ✓ *Job Title*
- ✓ *Company Name*
- ✓ *Current Semester (i.e. Spring 2012)*
- ✓ *Whether the Report Is/Is Not Viewable by Other Students*
- ✓ *Work Term number (note if the practicum is the second or third term in the same position)*

Work Term Report Instructions

APPLIED ACADEMIC LEARNING & THE WORKPLACE
* Use for your <u>1st term</u> in an organization
This is a written document about what you have learned over the course of your co-op term. Your objective is to articulate what you have learned in your placement that has supported and enhanced your academic learning, and what in your academic learning prepared you for this position.

The 2 to 3-page Work Term Report should discuss:
- *the type of organization(s) you have worked for*. Briefly describe (approximately 250-300 words) the organization (size, product and services, public or private, technology, etc.)
- *the activities you were/are involved in and what you have learned.* Your role, duties and tasks and it's relation to your team's project(s).
- *how your academic studies have supported your work experience*: discuss (approximately 700-800 words) **which and how** certain courses have helped you. Frame your comments around the actual course(s) material, the assignments, use of technologies and teamwork processes, and how it related to your work tasks.
- *how this experience(s) has informed your future course selection(s).*

On a separate page, please complete the following (where applicable):
- Finish and expand on the following statement. **"If there were no constraints to what could be learned in my academic program, I would like to see …"** (approximately 80-100 words)
- Include **2 to 3 interview questions** that would be suitable for your current position. These questions may have actually been in your interview or questions you feel would be valuable for us to share with other students.

INFORMATION INTERVIEWS
* Use for your <u>2nd term</u> in an organization
The objective of this work term report is to acquire professional contacts for your future; clarify the actions needed to reach your career goals; discover the correct way to initiate and conduct an information interview.

Conduct information interviews with TWO colleagues; these can be with a supervisor, co-worker, team member, or a contact in another department or organization. Provide a 3 to 4-page written report of your two interviews including a brief summary of whom you interviewed and why you chose these two contacts; at least 1.5-page analysis for each interview; and a reflection on what you learned from the process of doing an informational interview. (Please see the Forms section of our co-op website for ideas on what questions to ask.)

The goal of the interview is to determine what kind of work your contact conducts in the workplace, to gain an understanding of the educational and work related backgrounds that have prepared them for their careers as well as an outline of their volunteer commitments, and also their recommendations for you as you plan a career in the field. The purpose of information interviews is to learn how people have made their career decisions and the paths they have followed, which can help you in determining your future career steps.

Please contact us if you are with the same organization for a <u>3rd term</u> (or more) to determine which type of report you should submit.