

Supplementary Guide to the CO-OP Online Module



First time using this Guide?

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Make sure you **close** this version of the PDF in your browser window in order to prevent having two versions open at the same time.
- 3. Return** to the online module and use this supplementary guide to help you complete the online activities.

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Reflecting on Your Work-term Evaluations Activity – Work-term Evaluations - The F.R.E.D. Technique

Reflect upon your past evaluation using the F.R.E.D. technique:

Facts

What facts do you remember, if any, that may have influenced your employer to give you this evaluation?

What observations did you make during your work term that factor into the evaluation?

Reflections

What was your first response to the employer's evaluation?

How did you feel?

Evaluations

What has been your greatest insight since receiving this evaluation?

What is your assessment of the evaluation you received?

Is it accurate in your eyes?

Decisions

How will the employer's evaluation affect your future performance, if at all?

What decisions will you make/have you made for the future?

Be sure to read **Step 3** in the online module before completing this activity.

How to Create an Effective Network - Networking Activity

Step 1

Identify the people in your network:

Name of Contact	Title	Relationship to You	Contact Information

Step 2

Name 3 ways these people have assisted you in your professional development:

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Step 3

How can you ensure these people remain in your network?

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Examples:

- 1. Make sure you maintain contact through email; explain to them what you are up to on a regular basis. Remember they are invested in your future now!*
- 2. Add them as connections in LinkedIn.*
- 3. Try to make time for any invitations that may be extended to you to attend functions from your past workplaces.*

Step 4

Save this file to your computer.

Step 5

Open this file on your mobile device using the Adobe Reader app so that you will have this information handy wherever you are.

Return to the online module and complete activity 2 - Growing Your Network.

Be sure to read **Step 3** in the online module before completing this activity.

How to Create an Effective Network - Networking Activity

Step 1

Identify the people in your network:

Name of Contact	Title	Relationship to You	Contact Information

Step 2

Name 3 ways these people have assisted you in your professional development:

Step 3

How can you ensure these people remain in your network?

Examples:

- 1. Make sure you maintain contact through email; explain to them what you are up to on a regular basis. Remember they are invested in your future now!*
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Step 4

Save this file to your computer.

Step 5

Open this file on your mobile device using the Adobe Reader app so that you will have this information handy wherever you are.

Return to the online module and complete activity 2 - Growing Your Network.

Be sure to do **Activity 2 - Growing Your Network** in the online module before completing this activity.

How to Create an Effective Network - Checklist to Help You Grow Your Network

1. How you can “grow” your network while in school:

- ☐ Attend networking events organized by your faculty.
- ☐ Join a professional association in your field and attend any of their networking events.
- ☐ Volunteer on or off campus in organizations that are related to your field to meet people, find out about the labour market, and develop job leads.
- ☐ Speak to professors and classmates about potential job leads.
- ☐ Talk to family, friends – anyone you know who may be able to help you in the future.
- ☐ Do cold calling and informational interviewing with potential employers.

2. How you can “grow” your network while on placement:

- ☐ Organize a coffee meeting each week with a different person. Start with your immediate supervisor. Ask them about your career and who they would recommend for your next coffee-meeting.
- ☐ Make sure you attend all social events. Be ready to give your business card to someone if they ask for it. Write a quick note on it about what you talked about so they will remember who you are.
- ☐ Make it a point to eat lunch with your co-workers.
- ☐ Always be professional and make the best possible impression so that your employers will be willing to rehire you and/or refer you to people that they know in the field.

3. How you can “grow” your network while volunteering:

- ☐ Make sure that you take on volunteer work that builds your skills in areas that you want to work.
- ☐ Discuss your career aspirations with your fellow volunteers.
- ☐ Always treat your volunteer position as you would a professional position.

4. Other ways you can expand your network:

- ☐ Talk to your hairdresser, your bus driver, your parent’s friends – and anyone else that you might know. Try to never look at a person in terms of their field of work, but always remember that they are surrounded by other people, some of whom may be able to help you.
- ☐ Do warm and cold calling with any organization that interests you. Remember that these will be informational interviews, from which you can ask for referrals to other people.
- ☐ Attend the optional workshop Networking 101. Find out when it is being offered: <http://web.coop.uottawa.ca/workshop/AdminLogin.aspx>

How to Create an Effective Network Activity 3 - Networking Activities

Step 1

Update all of the details of the networking activities you are doing or planning:

Actions	Deadlines	Follow-up Actions

Step 2

Save this file to your computer.

Step 3

Open this updated file on your mobile device at any time using the Adobe Reader app so that you will have this information handy wherever you are.

Be sure to read **Step 4** in the online module before completing this activity.

Updating Your Résumé Activity - Résumé Review Checklist

- ☐ Used a direct writing style to rewrite all indirect writing style sentences
- ☐ Used action words
- ☐ Removed first-person pronouns
- ☐ Checked that there were no spelling or grammatical errors
- ☐ Added recent work term
- ☐ Updated year of study
- ☐ Added new reference(s)
- ☐ Updated the security clearance field
- ☐ Deleted or modified old information to better reflect what employers in my field are looking for
- ☐ Added my recent accomplishments

Be sure to read **Step 5** in the online module before completing this activity.

Writing Your Work-term Report Activity 2 - Review Your Work-term Report

- ☐ I have followed all the requirements and instructions from my faculty or department when writing my report.
- ☐ I have structured my report logically.
- ☐ I have constructed my sentences properly.
- ☐ I have used clear and precise vocabulary.
- ☐ I have ensured subject/verb agreement in my report.
- ☐ I have maintained parallelism.
- ☐ I have checked my spelling.
- ☐ I have punctuated correctly.
- ☐ I have eliminated homophone errors.
- ☐ I have correctly cited my references.

Be sure to read **Step 6** in the online module before completing this activity.

Next Steps on Your CO-OP Journey Activity 2 - Next Steps

- ☐ Submit the work-term report on or prior to the due date (see key dates calendar).
- ☐ Indicate your placement intentions and start applying for jobs, or refer to the key dates calendar for official withdrawal date.
- ☐ Attend job fairs on campus.
- ☐ Pick up corrected work-term report at your Faculty approximately 6 weeks after the due date.