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| **A. Performance objectives** |
| Performance objectives describe the specific goals you want to reach during your CO-OP placement in terms of your practical skills development. They combine elements from the job description, your supervisor's expectations of what you can accomplish, and your own performance expectations. When developing your performance objectives, consider skills and abilities specific to the field.  **Performance objectives no. 1**:  I will learn to be more efficient in my work while creating new reports. By July 13th, I will have learned enough about the development process and the software that I am using to create 7 new reports that will use the data base in a very efficient manner. This will acquire a detailed understanding on the functionalities of the software, as well as the uses of the data base.  **Performance objectives no. 2**:  I will improve my public presentation skills during meetings and small discussions. By July 27th, I will have given a presentation on some reports during a meeting with the client and our team. This will require thorough understanding of the reports and of the clients’ requests, as well as confidence and comfort when speaking to our team.  **Performance objectives no. 3**:  I will become more patient while creating reports and during their debugging procedures. I will have created 15 new reports and modified 35 old reports by August 3rd. To do so, patience and persistence are key strengths. The Cognos software does not always provide convenient short cuts to use in designing reports. Sometimes I have to reconstruct the same report several times to get it to work the way it should. The process can be repetitive and boring until you achieve the right results. |

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| **B. Learning objectives** |
| Learning objectives describe the specific goals you want to reach during your CO-OP placement in terms of knowledge acquisition. They combine elements from your academic discipline, your supervisor's expectations of what you can learn, and your own learning expectations. When developing your learning objectives, consider principles or theories of practice specific to the field.  **Learning objectives no. 1**:  I plan to develop a sound competency of the IBM Cognos 8 Business Intelligence software by July 6th. By that time I will have created and tested detailed reports that match the clients’ requirements. To do this, I will need to be proficient in the use of the Cognos reporting tools as well as have a thorough understanding of the client requirements and a sound understanding of how the database is designed.  **Learning objectives no. 2**:  By August 17th, I will have enhanced my analytical skills by working on the Analysis of data from an old computer system that will be migrated into a new computer system. The data in the older system is not completely reliable and we must work with the client to determine what is useable and how it can be migrated to the new system. I will assist with this by acquiring a sufficient knowledge of SQL and using Microsoft Access. I will gather the knowledge though my work-term.  **Learning objectives no. 3**:  Between now and August 17th, I will gather a more thorough understand of what a data mart is, how it works and how the Agency uses it. To achieve this, I will be sitting with my co-workers on a weekly basis as they work on the data mart to learn about it and to ask questions. This will require attentiveness to what my co-workers are doing and enough curiosity for the data mart to be able to ask appropriate questions. |

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| **C. Reflections** |
| Reflection questions enable critical thinking with regards to career path development. The questions are designed to start up your reflective process. |
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| **Reflection no. 1**: So far, what do you like and dislike about your work term and why? (For example, what do you think about the tasks, environment, people, roles and responsibilities?)  So far, what I like about my work term are the people that I work with. They have all been very welcoming, patient and friendly to me, all wanting me to succeed and learn during the next few months. A couple of my co-workers have even sat down with me to give me mini-lessons on what they do, how databases work, and how to use the Business Intelligence software. Another thing that I like about my work term is the way the Information Technology Branch of CRA work together. Nothing can be changed or edited or accomplished without the approval of several employees from different teams. I like the teamwork and collaborations, giving the company a sense of unity that cannot be found everywhere.  There are a few things that I do not like about my work term. For example, the location is very inconvenient. When I first applied and accepted this job, the CO-OP Navigator indicated that it was located in Bells Corners, only a 15-minute bus ride away. However, it was after getting the job that my employer inform me that they are actually located in Billings Bridge, adding two more hours of commute per day. Also, some of the tasks that have been assigned to me have been quite tedious and boring, but this is only expected because I do not have a full comprehension of the work they are doing just yet. The environment of the workplace is also a bit boring at times, which makes the days feel longer and dull.  Overall, I think that it’s a positive experience for me. I get to learn what a government job feels like and how they work.  **Reflection no. 2**: Based on your performance and learning so far, what strategies do you propose for continuing to boost your performance and learning for the remainder of the work term?  There are many things that I still need to work on for the rest of the work term. The strategy that I propose for continuing to boost my performance and learning for the remainder of the work term is to “shadow” different co-workers that have different responsibilities on a regular basis in order for me to see how they work, what methods they use, how they tackle challenges, as well as to learn from their mistakes. I will also take brief notes to help me remember the new things that I learn over the course of these four months. Another strategy that I will implement at the same time is to document all of my activities on a daily basis, so that I can look back whenever I want to see what I learned over my work-term period.  **Reflection no. 3**: Based on the work you have done and anticipate completing over the rest of the placement, what do you think you will write about in your work-term report? |
| Based on the progress I’ve done so far and the work that I anticipate completing over the rest of the work term, I think that I will write about Agile Software Development. This is a software development process that is heavily used within the CRA, as the projects involve numerous in-person meetings with the clients, collaborative working with several teams, thorough testing, until a final product can be ready for the client.  My other option for a work-term report topic would be the software that I am working with, IBM Cognos 8. It is business intelligence software that is essential to the work of the CRA ITB. All reports are created, edited and published using this unique program. |
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