

# ***Work Term Excellence:***

Everything you need to know for your Summer CO-OP work term  
2019 - 2020

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Programmes d'enseignement coopératif | Co-operative Education Programs

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# Agenda

## Start of your work term

- Details of your work term
- Your work term objectives
- SMART goals

## Midpoint of your work term

- Mid-term evaluation
- Reflections on your mid-term

## End of your work term

- Employer Evaluation
- Your evaluation of the Work Term
- Your Final Work Term Report
- What next?

Questions



# Details of Your Work Term

## CO-OP Placement Contract

- Do you need to sign a contract or letter of offer before starting the position? Be sure to review it.
- Sign and return your acceptance document as quickly as possible.

## Set up to work from home

- If you are working from home ensure you have all the equipment necessary, if not please reach out to your supervisor



# Your Work Term Objectives

## Work term objectives

They combine elements from the job description, your supervisor's expectations and your own learning goals to create specific performance targets.

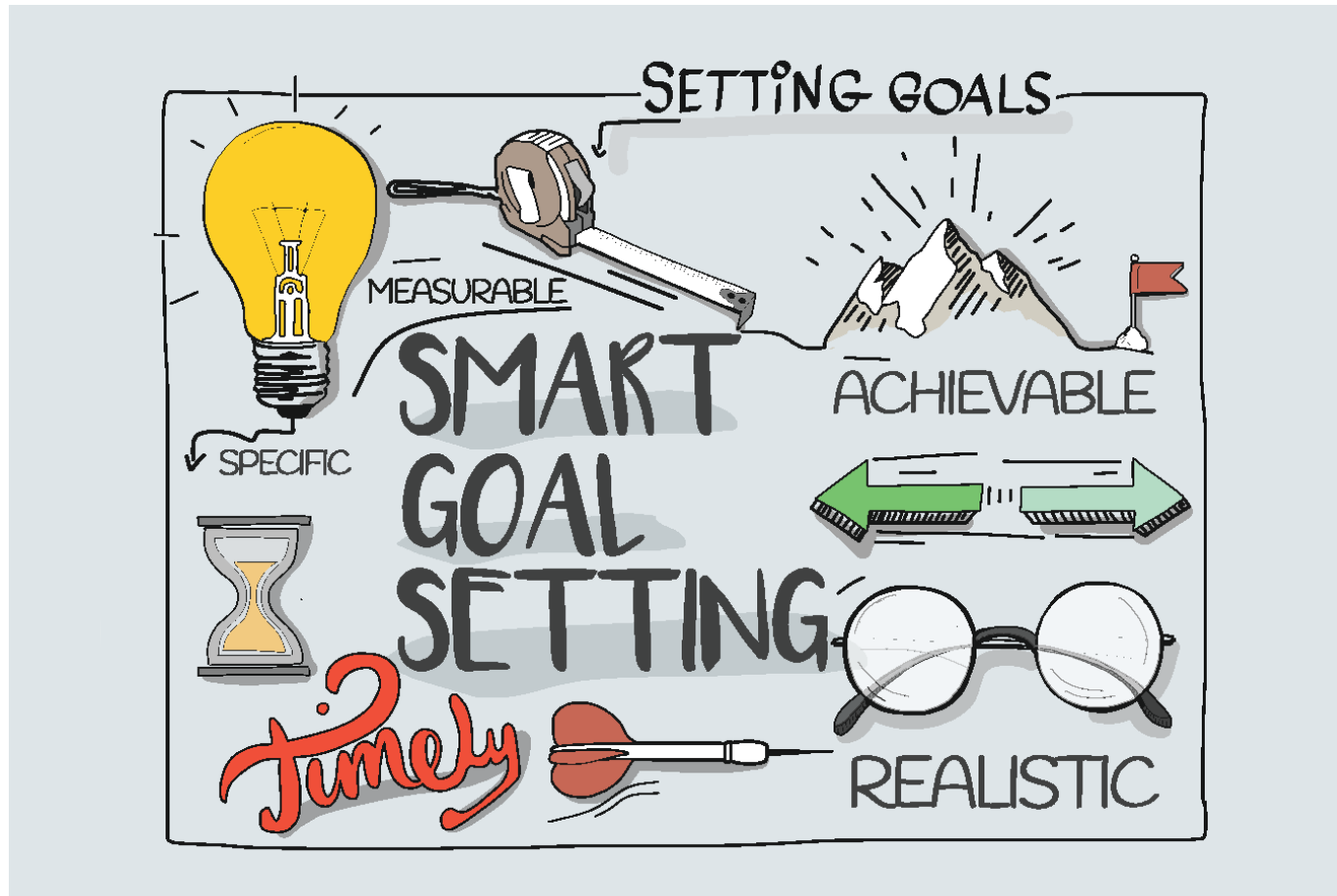
## Performance objectives

When developing your performance objectives, consider skills and abilities specific to the field you're working in.

## Learning objectives

They combine elements from your academic discipline, your supervisor's expectations of what you'll be able to learn and your own learning expectations.

# SMART Goals



## Examples of Work Term Objectives

1) I will study the literature to find possible applications within the field, as well as other novel possible applications. I will find at least one specific non-neural application for chips by August 29. Various applications (plant, heart, or cancer cell electrophysiology) will be used in future grant proposals.

2) By August 31, I will have continuously monitored and verified various fixes and improvements developed by the engineering team and provided technical and professional feedback. In doing this, I will obtain a solid understanding of how to properly document and record technical experiments and verifications.

# Your Responsibilities

- Create work-term objectives
- Set meeting with your work supervisor to (1) articulate learning aspirations and (2) understand expected performance targets
- Enter them into the COOP Navigator
- Meet regularly with your supervisor



# Reflections on Work term

- Reflection questions enable critical thinking with regards to career path development. The 3 questions are designed to start up your reflective process.
- To be completed in the mid-term evaluation section at the same time as the objectives.





# Mid-Term Evaluation

*Here are the steps to fill the information in the CO-OP Navigator:*

- Click on the tab My Evaluations, click on Mid-term evaluation. Complete the Work-term details section **including your Hourly salary and your Start date** (at the top of the page). Complete the Work-term objectives & reflections section. Make sure to Save.

# Mid-Term Evaluation

Midway through your work term, a CO-OP staff member will be in touch with you and your supervisor to do your mid-term evaluation, provide you with feedback on **your performance and discuss your work term performance and learning objectives and your reflections.**



# Mid-Term Evaluation

- **Students doing their first CO-OP work term T1 – coordinated by a CO-OP Coordinator in person or by phone**
- **Students doing their 2<sup>nd</sup> or 3<sup>rd</sup> work term T2 or T3 – coordinated by a CO-OP Coordinator by phone**
- **Student doing their 4<sup>th</sup> work term T4 – coordinated by the student with his supervisor**
- **Students doing an 8 or 12 month work term – various follow ups**

# Employer Evaluation & Your Evaluation

- At the end of each work term, your supervisor will complete a final evaluation. The grading will be on your CO-OP resume.
- You must complete an evaluation at the end of each work term.

# Your Final Work Term Report

## Report guidelines

- Information on what you must submit with your report and the work term report guidelines for your program are available by selecting your faculty from the [list of faculties](#)
- **Type 1 report:** Non-confidential report **Type 2 report:** Confidential report

## Writing help

- We recommend you have your report reviewed and critiqued by the [Academic Writing Help Centre](#) or your supervisor, a professor, friends or family members.

## Deadlines

- Check the [key CO-OP dates for students](#) for the deadline to submit your (September 14<sup>th</sup>, 2020 before noon)

## Submission of your report

- Submit your report in COOP Navigator. Note that if you're doing an 8- or a 12-month work term, you must submit a report at the end of each four-month work term.



# Next Steps

- Think about what you liked and what was important during your work term and how these elements can guide you when considering future CO-OP job positions
- Update your resumé
- If you're going to look for your next work term position yourself and expand your networks
- Check key CO-OP dates for students to see what you should be doing now in preparation for your next work term
- Register for the Index notifications



**ANY QUESTIONS?**

