# Work Term Challenge Report Template

Using the template provided on the next pages, please prepare a report reflecting on your work experience and on your next steps to build on this experience. The audience for this report will be your Co-op Coordinator, faculty members, and future students.

## Assessment Criteria:

* Identification section with all required information
* All questions answered completely with required length
* Informative responses

## Requirements:

1. Complete the identification section at the top of page one, including your name, company/organization name, your co-op coordinator’s name, the date you are submitting this form, and your position title. Indicate whether your work experience involved applied research\*.
2. Write single-spaced answers to the eight questions listed below. The length required for each answer is listed after each question and text boxes will expand as needed.
3. Save your report as a Word document.
4. Submit your report to the assignment link in the Business Co-op Work Term Challenge application site in BrightSpace.

# Work Term Challenge Report

Student name:

Job title:

Company or organization:

Date submitted:

Co-op coordinator:

Applied research\* (\*you gathered primary or secondary research to inform problem-solving or product, service or operational decisions):

Yes

No

Give a brief description of the organization and your position. [Answer must be a half page or less]

List the competencies you developed (check applicable boxes).

Personal management

Thinking and problem-solving

Communication

Managing information

Project and task management

Teamwork

Commitment to quality

Workplace behaviour

Social responsibility

Commitment to continuous learning

Select one of the above competencies and describe how you developed it during this position. [Answer must be a half page or less]

Describe “a day in the life” in your position including your projects, responsibilities, the people/teams you worked with (titles are fine, if names need to be kept confidential, e.g., “the sourcing manager” or “the accounting team”). [Answer must be a half page to one page]

What did you learn in this position that will influence your business course selection? [Answer must be two to four sentences]

Describe your greatest achievements in this position. This could be work outcomes, learning you experienced, or both. [Answer must be a half page or less]

Did this work experience help you develop any preference for what you would like to do on your next work term? For example, consider what you liked and did not like about the work environment, work culture, tasks, location, etc. [Answer must be a half page]

Outline your plan for finding your next co-op opportunity. What support do you feel you would need from your co-op coordinator to achieve it? [Answer must be a half page]