Work Term Excellence:
Everything you need to know for your Summer CO-OP work term
2019 - 2020

Presented by CO-OP Program Coordinator Chantal Boucher & Professional Development Specialist Shondra Mings
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.

coop.uOttawa.ca
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

- Setting Goals
- Measurable
- Specific
- Goal Setting
- Timely
- Achievable
- Realistic
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
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 2nd or 3rd work term T2 or T3 – coordinated by a CO-OP Coordinator by phone
- Student doing their 4th 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 14th, 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?