

Student Evaluation of Work Term

Name: _____ Program: _____

Work Term #: _____ Year of Study: _____

Work Term: Jan – Apr May – Aug Sept – Dec Year: 20_____

Position Title _____

Employer: _____

Supervisor: _____

Location: _____

Are the following items completed and attached where necessary?

- Transferable skills worksheet
- Updated resume (attach to this Student Evaluation Package)
- List at least 2 networking contacts and/or references including how these contacts may be useful in your career goals
- Identify two items to include in career portfolio (if not included in career portfolio as work term report)
- Identify your career plans
- Student Assessment of the Work Term

To be submitted to Co-op Coordinator no later than one week after completion of the work term!

Transferable Skills Worksheet

Read the following list, identifying and reflecting on how you have enhanced these skills during your work term. How can you reflect some of these skills in your work search documents (resume, cover letter, career portfolio) and in conversations (interviews, networking, etc.)?

Communication:

Managing Information:

Using Numbers:

Thinking and Solving Problems:

Demonstrating Positive Attitudes and Behaviours:

Being Responsible:

Being Adaptable:

Self-Directed Learning:

Working Safely:

Working with Others:

Participating in Projects and Tasks:

Networking Contacts, Mentors, and/or References

List **two** potential contacts for networking with, mentors, and/or references that you have made on this work term. Consider fellow employees, supervisors and managers.

#1 Contact Name: _____
Title: _____
Company: _____
E-Mail: _____ Phone Number: _____

How can this person be an important contact for you?

#2 Contact Name: _____
Title: _____
Company: _____
E-Mail: _____ Phone Number: _____

How can this person be an important contact for you?

Career Portfolio Items

From your current work term give consideration to what tangible items you have as proof or evidence of the work you have completed. In addition to **telling** potential employers about this in your resume, **show** them in your career portfolio. Identify two items to include in your career portfolio, and what these items say about your work. Actual portfolio items DO NOT have to be attached.

Read the following list as a means to begin brainstorming thoughts on career portfolio items to include **if** two items don't immediately come to mind:

- | | | |
|-----------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Letters of reference | <input type="checkbox"/> Presentation list and/or extracts from | <input type="checkbox"/> |
| <input type="checkbox"/> List of projects completed | <input type="checkbox"/> Newspaper clippings | <input type="checkbox"/> Project completed list |
| <input type="checkbox"/> Reports synopsis | <input type="checkbox"/> Writing samples | <input type="checkbox"/> Photographs of you in the field |
| <input type="checkbox"/> Work samples | <input type="checkbox"/> Computer skill list | <input type="checkbox"/> Notes of commendation, appraisal or accolades |

Portfolio Item: _____

What these items say about my work:

Portfolio Item: _____

What these items say about my work:

Leaders aren't born they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.

Vince Lombardi

Career Plans

You are at the perfect time and place in your life to take an active role in your career. Be proactive, give some thought to what it is you really want to do and then plan the steps to get there. Answer the following questions, with your education and career goals in mind.

Three to six months after my work term I will:

Upon graduation I will:

In five years from now I would like to be:

Additional Career Plans and/or Goals to include:

Sample Career Plan:

Three months after my work term I will: **Volunteer for a non-profit environment group**

Upon graduation I will: **be looking for work with the Ministry of Environment or Ducks Unlimited**

In five years from now I would like to be: **Working in a mid-management level for Ducks Unlimited or the Ministry of Environment, have 2-3 research articles published and be exploring grad school options.**

Additional Career Plans and/or Goals to include: **Complete my Master degree and work in a third world country, perhaps in South America**

Student Assessment of Work Term

Please answer the following questions including rating the work experience on a scale of 1 to 10 (1 = weakest, 10 = strongest). Please add comments.

On-the-Job Training Rating: _____

Comments: _____

Challenge of Work Rating: _____

Comments: _____

Amount of Work Rating: _____

Comments: _____

Amount of Supervision Rating: _____

Comments: _____

Over-All Job Satisfaction Rating: _____

Comments: _____

Was the job what you thought it would be? If not, what adjustments did you make to get the most out of this opportunity?

How suitable was the level and quantity of work in relation to your academic level and your level of experience?

What did you learn during this work experience?

How could you have improved your Co-op work term?

What advice would you give to the next Co-op student?

Finally, if you were a Co-op Coordinator what would you do to make improvements to the program?

Additional Comments *(please feel free to continue comments on additional sheet/s):*

Do we have your permission to share this information with your employer?

Please circle: Yes No

Date: _____

Name: _____

Signature: _____

(Please Print)

Thank you for your input!