# Tips for the last two weeks of your work term

You have almost completed your work term – **CONGRATULATIONS!**

Make the most of the remaining time by considering:

**Projects and Assignments:**

* Have you allotted enough time to successfully complete all of your projects and assignments?
* Is overtime required?
* If you are unable to complete everything, ensure you have met with your supervisor to prioritize your remaining time and work assignments.
* **Have you completed all reporting required from your wage subsidy funder???**

**Work Term Report:**

* Is this a project that is for your employer? Or one that may need some resources you may not have access to upon your return to campus?
* Make sure you budget enough time to do an “excellent job” on your report.
* Make sure your supervisor reviews your report or outline of your project.
* Is it confidential to the company?
* Ensure you have permission to share it with your Co-op Coordinator. If not, your supervisor will be asked to evaluate your report.
* **Review your Work Term To-Do List in the student manual! Make sure all the items have been completed.**

**Your next Work Term:**

* Do you want to return to this employer?
* Have you talked to your supervisor about returning/not returning?
* Is there another area that you would like to return to?
* During the last week, you should drop by and say goodbye to everyone you have worked with. This is a great time to collect business cards and other contact information for the future.

**Complete and submit the following to your co-op coordinator by the end of your work term:**

|  |  |
| --- | --- |
|  | Work term report (this can be a traditional report or a presentation or a video….you can be creative!) |
|  | Updated Résumé |
|  | 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 your career portfolio (optional) |
|  | Identify your career plans |
|  | Student assessment of the work term and employer evaluation of student |
| Submit to Co-op Coordinator no later than first week following the end of your work term (varies by program). Students on back-to-back work terms submit these items following the last work term.Remember: one work term report and an employer evaluation are required for every work term. |