

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:

<input type="checkbox"/>	Work term report (this can be a traditional report or a presentation or a video....you can be creative!)
<input type="checkbox"/>	Updated Résumé
<input type="checkbox"/>	List at least 2 networking contacts and/or references including how these contacts may be useful in your career goals
<input type="checkbox"/>	Identify two items to include in your career portfolio (optional)
<input type="checkbox"/>	Identify your career plans
<input type="checkbox"/>	Student assessment of the work term and employer evaluation of student
<p>Submit to Co-op Coordinator <u>no later than first week following the end of your work term</u> (varies by program). Students on back-to-back work terms submit these items following the last work term.</p> <p>Remember: one work term report and an employer evaluation are required for <u>every</u> work term.</p>	