



ESIP Reflection Report 2019- Due September 30, 2019

ESIP Reflection Report Submission Instructions

The reflection report must be submitted to the Engineering Career Centre (ECC) through Quercus along with the ESIP Evaluation Form filled out by both you and your supervisor. It is recommended that you begin this paper work well in advance and ensure all documents are submitted before the **September 30** deadline.

The report is a tool to help facilitate understanding and to encourage personal insight into your ESIP work term. This exercise will provide an opportunity to articulate your contributions to the workplace, and consider how this experience may influence and impact future career decisions. Your feedback will also assist ECC staff in understanding your experiences and to help prepare future ESIP students.

Report Format and Content

The length should be about 3 pages not including the cover page, double spaced.

The Report Should Include:

- 1) **Cover Page** should include:
 - “ESIP Report”
 - Dates of Work Term
 - Name, Student Number, Discipline
 - Company Name
- 2) **Introduction**- an outline of your major areas of responsibility, and specific tasks that you performed during the work term
- 3) **Content**- choose and write about two or more of the four topics (See sections A-D below)
- 4) **Conclusion**- summarize your experience and what you have learned during the work term

The report should be professional in presentation, including logical progression of thoughts, properly cited information, and correct spelling and grammar.

Content Topics:

A. Contributions and Expectations

- Describe your role and responsibilities, and how you contributed to the overall goals of the unit/organization.
- Was the work term what you expected?
- Was there anything that took you by surprise?
- What was the most positive thing about this work term?
- Was there anything you found particularly challenging? If so, how were you able to overcome it?



B. Critical Workplace Skills

During your work term you learned and developed a wide variety of skill sets that will be transferable to future workplaces.

- Which of your skills (including technical and transferable skills) would you consider to be among the most critical in successfully completing your work?
- Describe a situation where you used each skill.

C. Career Insight

Through your work term you may have gained some personal and professional insight that should help you re-evaluate your initial career goals.

- What did you like best and least about your work term?
- Has your involvement in ESIP helped you to clarify or confirm any of your career goals? Or are you re-evaluating your career goals due to ESIP?
- What workplace values do you find most important? See list of examples below.

Examples of Workplace Values			
Acceptance	Contribution	Humor	Responsibility
Action	Cooperation	Industrious	Risk
Advancement	Creativity	Influencing Others	Security
Authenticity	Crisis Intervention	Knowledge	Self-expression
Autonomy	Decision making	Interaction	Service
Cautious	Efficiency	Leading	Sociability
Challenge	Flexibility	Learning	Solitude
Change	Freedom	Mastery	Structure
Competition	Friendship	Predictability	Variety

D. Similarities and Differences in Working Environments

Reflect on the ways your current summer work term was similar and different from your previous experiences (work, volunteer, academic projects, research, etc.).

- In what ways did the working environments differ?
- Did the difference/similarities between environments surprise you?
- Do you have a strong preference for one type of work place over the other?

Thank you for taking the time to thoughtfully complete this Reflection Report. In sharing your workplace experiences with the ECC staff, we hope that you have gained additional personal insights to your role in the workplace. Your feedback and information is confidential and will not be shared with others.