Final PEY Co-op Work-Term Report Guidelines | Due: August 31, 2020

The final report is a tool to help facilitate understanding and to encourage personal insight into your PEY Co-op 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 and planning. Your feedback will also assist the Engineering Career Centre (ECC) in understanding your experiences and to help prepare future PEY Co-op students for the work place.

A. Final PEY Co-op Report Requirements

When writing your report, please be mindful of your structure, format, and content. Be sure to reference sources of information within a consistent style (i.e. APA). Focus on an analysis of your experience, and avoid simply writing a general overview of your impressions or providing a broad description of your role. Reflecting and using your "Early Self-Reflection" and "Final PEY Student Self-Reflection Form" can be useful in guiding your analysis. Reviewing your initial thoughts related to your knowledge, skills, and attributes, being able to identify areas of significant growth, and recognizing the opportunities that contributed to this learning are important parts of your professional development.

The assessment of your report will be largely based on the quality of writing and depth of your analysis. Please note that reports that contain poor grammar, spelling mistakes, point form, missing key components, or lack analysis will not result in a (non-academic) credit for PEY 500/200 on your transcript and will be returned to you for editing.

Format:

Single spaced text, 12-point standard font (Times New Roman, Georgia, Arial), 1" margins (top, bottom, left, right)

Required Elements:

☐ Cover Page (1 page) – including:
- o Title (Final PEY Co-op Report) and year of your work term, e.g. 2019-2020
- o Name, Student Number, Discipline, PEY Co-op Company Name
- o Confidential Information Agreement

☐ Introduction (~1 page) - including:
- o Description of Work-Duties (Bulleted functions and tasks are acceptable)
- o An Executive Summary (1-2 paragraphs)

☐ Content (3 to 5 pages) – including:
- o Reflection and Analysis on two of the topics provided (see options below)
- o Action Plan
- o Conclusion and Recommendations

Further Guidance on Preparing the Report:

Introduction (Total section should be approximately 1 page in length):

Description of Work-Duties	• Job Title
	• Outline of your major areas of responsibility (bulleted points are fine)
	• Specific tasks performed during your co-op work-term (bulleted points are fine)
An Executive Summary	• 1-2 paragraph summary of your report
	• A brief summary of background, significance, and key learning outcomes
	• Conclusions from the work-term experience
	• Language is meant for the general reader, not for an expert (avoid the use of technical terms in this section)
	• TIP: Write your executive summary last. It summarizes your entire report. It should be able to stand alone.

Content (Total section should be between 3-5 pages in length):

Reflection and Analysis	Reflection should focus on at least **two** of the following **topics** within your work term experience:
	1. **Academic Learning**: Summarize how this co-op work-term provided hands-on, meaningful and substantial work with linkages to your academic program; Describe results and outcomes that showcase classroom theories and concepts in action
	2. **Professional Skill Development**: Summarize your learning outcomes and competency development as a result of this co-op work-term; Describe your initial goals, the situations and resources that helped you to develop your professional skills, the barriers and challenges that you experienced; and how you assessed your skills development.
	3. **Self-Awareness**: Summarize how this experience helped you to build a better understanding of your personal attributes and career aspirations; Describe how this experience built your capacity to contribute and effect change within your community, and gain a broader worldview.
	Analysis should describe what you have learned, the value of the experience, and what you would or would not have changed. Use the questions below to help frame and develop your analysis. Please note that these questions are meant to help guide your reflection. An answer to every question is <u>not</u> necessary.
	Questions to consider:
	o What were your learning objectives and goals for this experience? Did you achieve them?
	o What were some of the major lessons learned through this experience?

	- How did you apply specific academic/technical concepts? Which concepts were much easier to understand once you had an opportunity to apply them? - What projects, challenges, and solutions did you participated in? What was your role (be specific)? What was the result and impact of the project? - What tools (e.g. computer software, specialized machinery) did you have the opportunity to use over the course of your work term? - What laws, regulations, codes, and/or standards were critical to your work? - How did you navigate the organizational culture? What strategies and resources did you draw upon to help you do this (i.e. mentorship within the workplace)? - How did professionalism, communication, and teamwork play a part in your organization's culture? Describe the opportunities that helped you to develop these skills. - Although you may not have managed projects or supervised others during your co-op work term, think critically about what made your role models successful (project) managers. - How have your leadership skills changed as a result of PEY Co-op? - What opportunities or situations contributed to your leadership development? - What are the benefits of your project(s)/work to the public? - What are the social and environmental impacts of your project(s)/work? - If you participated in a global, international, or another unique work experience, what made it unique? What did it help you learn about yourself? What did it help you learn about that particular kind of experience? What advice would you give to others that wish to embark on a similar experience? - What realizations or affirmations have you had regarding yourself or your future career goals (abilities, values, working style, preferred management/leadership style, preferred organizational culture etc.)? - How will these lessons and greater self-awareness serve you and future opportunities?
Action Plan	In 1-3 paragraphs, describe future actions that you could do to further improve your knowledge, ability, and experience. Questions to consider: Please note that these questions are meant to help frame your action plan. An answer to every question is <u>not</u> necessary. How do you plan to apply new or refined skills and abilities? What personal strengths will serve you in future opportunities? What are the competencies that you still need to develop? What specific training would be beneficial for you? What books or resources would be good to review?

	What do you need to do and/or learn in order to be better prepared to face this kind of experience in the future? If you pursue work in this industry, what further technical knowledge do you need to know?
Conclusion & Recommendations	In 1-3 paragraphs, summarize key learning, your overall experience, and provide constructive recommendations for your employer or the PEY Co-op Program.

Confidential Information Agreement
The final report must include the statement below confirming that the information in the final report is safe to be shared with the ECC:

This is to confirm that I have reviewed the report and that the information enclosed is correct and contains no confidential or proprietary information.
Name:
Company:
Student Signature:
Date:

We ask that no confidential or proprietary information is included in this report. Students should consult their onboarding documents (letter of offer, contract, confidentiality agreement, etc.) to determine what information can be shared with the ECC. Be mindful of the details that are included in the report and consider re-phrasing or writing about tasks in a general sense if necessary. We recommend that you choose a topic that is not confidential to avoid disclosure.

Some companies may require the report to be reviewed by the supervisor prior to submission. If this is the case, have the supervisor sign and date the report below your information in the disclosure statement. Please note that the employer review process can take several weeks to complete. Plan ahead in order to meet the final report due date. If the company requires the report to be signed by your supervisor prior to submitting and you are not able to meet the final report due date, please contact us as soon as possible: evals.ecc@utoronto.ca

B. Submission of the PEY Co-op Report via Quercus by August 31, 2020

Steps to submit the Final Report:

1) Save the documents as *LastName, FirstName UTORID* in pdf format
2) Log in to Quercus: https://q.utoronto.ca/
3) Look for PEY Co-op 2019-2020 (or PEY500Y1Y, PEY200Y1Y, PEY200Y5Y)
4) Click on the Assignments tab
5) Find and submit the PEY Co-op Report requirements on or before August 31, 2020

If you do not see PEY Co-op 2019-20 on Quercus, please send an email to evals.ecc@utoronto.ca along with your student number and UTORID.

The final report is due to the PEY Co-op Quercus page by 11:59pm on August 31, 2020. Late reports will not be accepted. Extensions may be granted for exceptional circumstances only. Students are to contact evals.ecc@utoronto.ca to be considered for an extension.

Not submitting or fulfilling the PEY Co-op requirements will result in a no credit (NCR) on your transcript. Having an NCR on your record can have implications for graduation, the 600 hours of work term experience, eligibility for an iron ring (Engineering students only), as well as graduate school applications. Think carefully before disregarding the PEY Co-op requirements.

Final Report Review Process

The Final Report and Forms will be reviewed by a faculty review committee to assess the PEY Co-op non-academic credit. Reports that do not meet the requirements (for example: poorly written, shows little effort, etc.) will result in you getting no credit (NCR) on your transcript for PEY500/200.

Retain copies of all your submissions. Upon completion and review of all the documents, your PEY Co-op non-academic credit notation will be updated on Acorn no sooner than January 2021.

Criteria for Assessment

The following criteria is what the faculty review committee will use to evaluate your final report:

☐ **Presentation**: Clarity, coherence, and conciseness of writing; structure and organization; appropriate use of language (professional and consistent tone; no contractions or use of jargon); grammar and spelling; precision (effective use of accurate data, references, and appendices)

☐ **Relevance**: Sound connection between academic program/field and the work-term opportunity; description of context (work environment, job description, objectives, projects); depth and breadth of discussion on chosen topic; details and specific examples to expand on points

☐ **Breadth and Depth of Critical Analysis**: Satisfactory evidence of reflection on the work-term experience; insights and awareness of how the experience has helped to develop knowledge and competencies; identification of future opportunities and professional development needed to achieve career goals

Engineering Students:

o **Professional Engineers of Ontario Form**
Engineering students are no longer required to submit the Professional Engineers Ontario (PEO) Pre-graduation Experience Record Form to the Engineering Career Centre. Be sure to complete the form with your manager and submit it to the PEO office when applying for the Professional Engineering designation.

o **600 Hour Practical Experience Requirement**
Obtaining the non-academic credit for your PEY Co-op work term fulfills the 600 hour of practical experience requirement for graduation. There is no need to submit the PER form to your department if you have gained the credit.

Final Notes

At the Engineering Career Centre, we continue to identify ways to improve the PEY Co-op program. We welcome your input to help us enhance our service delivery. This can be shared through the final report submission (either as part of your report or a separate passage) or by sending an email to pey.coop@utoronto.ca.

Please let us know if you have any questions or concerns regarding the elements of the PEY Co-op Final Report: evals.ecc@utoronto.ca

Sincerely,

The Engineering Career Centre