Engineering & Computer Science
Entrepreneurial Co-op Work Term Proposal Template

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>End Date:</td>
</tr>
<tr>
<td>Email:</td>
<td>Number of hours /wk:</td>
</tr>
<tr>
<td>Work address:</td>
<td>Salary (if applicable):</td>
</tr>
<tr>
<td>Company/Project Name:</td>
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Work term Motivation

Provide a description of the motivation for choosing to do an entrepreneurial work term and the motivation behind this particular project.

Work term Objective

A) Provide a description of the work term objective.
B) What competencies do you plan to develop during the work term?

Mentorship

An entrepreneurial work term is self-directed and the project deliverables are the responsibility of the student. The role of the mentor is to be available to the student for technical advice/consultation on at least a bi-weekly basis throughout the work term. Student and mentor can connect through in-person meetings or by phone or email. The mentor is expected to complete the “supervisor” portion of the on-line competency assessment form and also to be available to provide some feedback (in person, phone or email) around the time of the work site visit.

A) Provide information on the mentor:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email</th>
<th>Phone Number</th>
<th>Location (city)</th>
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B) How often do you plan to meet with your mentor for updates throughout the work term?

Problem

A) What are the top 1-3 problems you are trying to solve?

Customer Segments

Who will be the customers/users of this product/service?
Solution
List the top 3 features that demonstrate the unique value proposition of this product/service. A value proposition should solve customer problems; improve the customer situation; and deliver specific benefits.

Unique Value Proposition
What is the single, clear compelling message that states why this product/service will be different and worth buying?

Key Metrics
What metrics will you use to measure the success of your product/service?

Channels
List the free and paid channels to the target customers.

Key Resources
What are your key resources?

Cost Structure
List your fixed and variable costs to complete this project.

Revenue Streams
Identify your revenue streams.

Unfair Advantage
How is your product/service unique enough that it cannot be easily copied or bought by the competition?

Work Term Deliverables
Provide a Gantt chart demonstrating how you will meet your development timeliness during the co-op work term.

Work Term Evaluation
An entrepreneurial work term is evaluated based on the following components:

a. Bi-weekly progress reports submitted by the student to the co-op coordinator. The progress report template is included on the next page.
b. The on-line competency assessment form completed by the student.
c. A technical/analytical work term report written by the student.
d. A work site visit with the co-op coordinator normally during the 2nd or 3rd month of the work term to get feedback about progress during the term.
Entrepreneurial Co-op Work Term Bi-Weekly Progress Report Template

Name:

Work Term Number:

Work Term Time Period:

Double click on table below to enter information into the Excel spreadsheet.

<table>
<thead>
<tr>
<th>Time period (dates)</th>
<th>Actions taken and/or completed:</th>
<th>Challenges faced over this 2 week period:</th>
<th>Strategies to move forward:</th>
<th>Contributions from mentor/experts over this 2 week period:</th>
<th>Reflections: Lessons Learned over this 2 week period:</th>
<th>Hours Worked</th>
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