



Your Economics co-op report is your opportunity to reflect on your co-op term and bring awareness to what you learned and how you have changed through this experience.

Reflection is a learning tool that helps us make connections between our experiences and our competencies, studies, beliefs, perceptions, expectations, past experiences, and future plans. Reflection helps us integrate academic learning, recognize skill development, and increase our self-knowledge.

REPORT FORMAT & STYLE

Frame your report around these 3 sections:

1. **Introduction:** description of organization, what they do and why, and a description of your role or duties, and what you hoped to learn in this position. This section will be descriptive in nature.
2. **Reflection and Analysis:** examination of successes and challenges: was it what you expected, how was the work relevant to economics, why were you successful in the position? This section will include your perception, evaluation and analysis of the experience.
3. **Summary and Conclusion:** How has this experience changed or solidified your plans moving forward? What's next for you? This section will include your action plan for future work or study.

As with all assignments, your report should be well written according to the normal academic standards with citations, including internet sources, where necessary. Be concise, clear and organized in your reporting. Your report should include the following:

- *Title Page*
- *Sections as outlined above:* Introduction; Reflection and Analysis; Summary and Conclusions
- *Appendices* (if applicable): These may include charts, graphs, or tables that provide additional information. Information in an Appendix must be referred to in the main text of the report.
- *References* (if applicable): Include all material cited in the report including any information taken from the internet.

SUBMISSION DEADLINES

Reports are **due on the first day of classes** in the term following the work term OR the first business day of that term. If you are graduating in the semester following your work term, your report is due the 15th of the last month of your co-op position: **April 15** for **June** Convocation or by **August 15** for **November** convocation.

Email your report to sscoop@uvic.ca or drop off a paper copy to DTB A204.

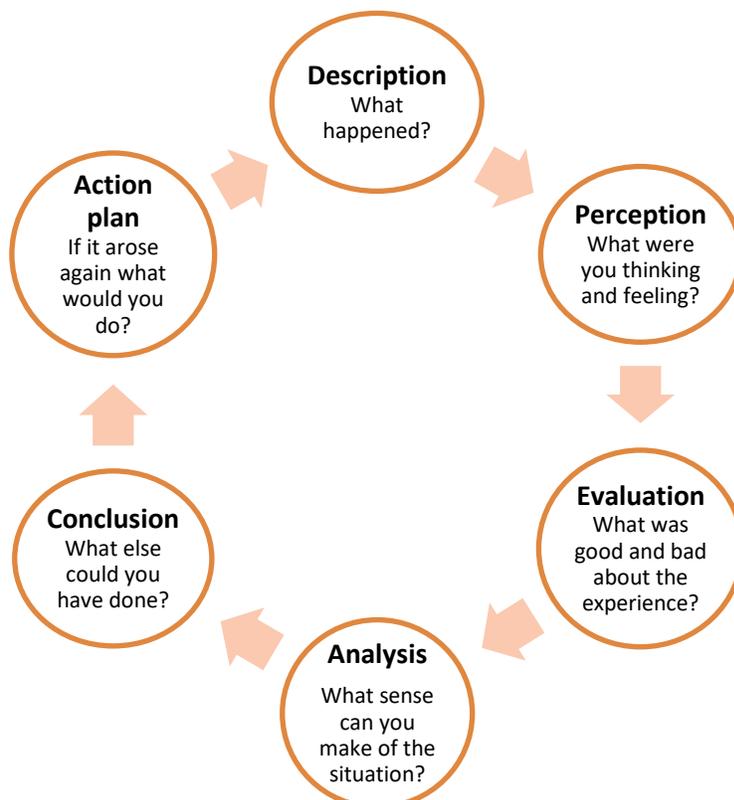
NOTES ON REFLECTION

Reflection brings tacit knowledge about practice and experience to the surface, which promotes further consideration of assumptions and perceptions, and builds key skills such as critical thinking. In co-op, the competency assessment, the mid-term meeting, and the final report are all reflective activities that help you integrate your learning at a deeper level.

To get the most out of your report, you should include aspects of a reflective process in your writing:

- *Description*: Where did you work and what did you do?
- *Perception*: How did you feel and what did you think prior to, during and after the experience?
- *Evaluation*: What went well or not so well during your experience? Were you able to develop the competencies you had hoped? Was the experience what you expected?
- *Analysis*: Why do you think things went well or not so well? How does your work relate to the study of economics? Did specific courses or previous experience help you in this role?
- *Conclusion*: What would you do differently next time? Why was this experience valuable?
- *Action Plan*: Did the experience influence career or education goals? What will you do now?

You don't need to answer all the questions outlined above. Rather, use this overview of the different aspects of the reflective cycle as a guide to your reporting. For example, your report shouldn't be all description – you should include some analysis and some evaluation of the experience as well.



based on Gibb's Reflective Learning Cycle in *Learning by Doing* (1998)