



Environmental Studies (ES) Co-op Report Guidelines

The ability to effectively gather information, and to analyze and present it in an interesting, informative, and comprehensive manner, is essential. The co-op report allows you to practice these skills but also enables you to reflect on your learning from the co-op term and to see how ES concepts are applied in the professional world.

You'll complete a work term submission for each of your co-op terms. For Environmental Studies, the **first co-op term** submission is a descriptive and reflective analysis of your co-op experience in a report format. The **second co-op term** submission is an oral presentation with a visual aid (eg powerpoint presentation or poster). The **third co-op term** submission is an analytical report incorporating your reflection and analysis of the three ES pillars vis a vis your co-op experiences.

Your report is a crucial part of your co-op term grade so it is important to do it well and submit it on time.

GRADING – Your submission will be marked by an ES faculty member and he/she will provide feedback on whether your professionalism (presentation), analysis, critical thinking, and overall effort was *Excellent*, *Good*, *Satisfactory*, *Weak* or *Unsatisfactory*.

Ratings of Satisfactory or better will contribute to a COM (complete) grade. Ratings of *Weak* or *Unsatisfactory* are given due to poor grammar, spelling mistakes, incorrect punctuation, missing sections, general sloppiness, and a lack of analysis, and will require you to rewrite, further edit, or otherwise improve your work. You will have 2 more weeks to do so to earn a passing grade. If you do not complete your report, you will receive a N/X grade (incomplete) or if you do not satisfactorily complete your report, you will receive a F/X grade (fail).

Completing a quality (excellent or good) report helps you exhibit your professionalism to your faculty, peers, employers, and co-op program. Reflecting on your experiences can help you become a more effective professional, and can help you remember your successes and challenges when describing your work to others (like in interviews!)

SUBMISSION DEADLINES - This report is due the first day of classes in the term following the work term.

If You Are Graduating after this Work Term (i.e. work term Jan-April and graduating in June OR work term Mar-Aug and graduating in November) you need to submit your report by April 15th for graduation at June convocation or August 15th for November convocation.

There are three co-op report formats, depending on which co-op term you are completing.

Co-op (or SSWEP) Term #1 – ‘Reflective’ Report

FORMAT AND STYLE

Please follow one of the standard guides for research papers such as the Guide for Writing Research Papers, American Psychological Association or the American Sociological Association.

Your report should be well written, employ good grammar and syntax, and be professional in format and tone. An excellent report will go beyond a simple summary and will make connections to a larger context both for you personally and to ES. While quality should be the focus, your report should be at least 6 pages long.

Please include the following information on the first page of your report:

| | |
|-------------------------------------|-----------------------------------|
| Name | Work Term Dates |
| Company or Organization Name | Division/Branch/Department |
| Job / Position Title | Supervisor(s) |
| Work Term Location | Previous Co-op Positions |

Section I - Description of Work Term

Section I of your report provides the functional details of your co-op term. This information may be shared with other students to inform them about this work place and the position.

1. **Provide a summary of this work term** in a way that will inform your faculty marker and fellow co-op students about the organization and the job. Provide a description of the company and its mandate, describe your role within that context and outline your primary duties and responsibilities.
2. **If you worked outside of your hometown, provide a summary of your community outside of work** in a way that will inform your faculty marker and fellow co-op students about moving to and living in that new environment.

Sections II & III are your personal reflections & analysis and will not be shared with other students. However, we encourage you to share it with your employer as your perspectives can help them further develop their practice.

Section II – Self and Academic Reflection and Analysis

1. **Learning Objectives:** What did you want to learn or experience at this work place? What did you hope to take away from this experience? Why? (Tip – Use the competency development framework!)
2. **Relevancy of Prior Learning:** How have ES courses and the specific academic skills acquired prepared you for this work? Were any specific courses particularly helpful either for the skills learned or the knowledge background? What do you wish you knew (or not) before starting this term? If you found no connection between your work and your ES studies, why do you think that is?
3. **Successes & Challenges:** What were your most positive experiences on your work term? What did you do particularly well? Why do you think that is? What was most challenging and how did you deal with those challenges? What would you like to work on or improve?
4. **Learning:** What did you do that was totally new for you? What do you feel more confident doing now than when you started the work term? Were you successful in meeting your learning goals (provide examples within the competency framework to illustrate)?

Section III - Recommendations and Conclusions

1. **Organizational:** From your perspective as an employee, what are the organization's strengths and weaknesses? How do these strengths and weaknesses impact the organization's ability to meet its objectives? Do you have recommendations to make it more successful in meeting its objectives or rewarding for its employees (co-op or non)?
2. **Personal:** How has this experience influenced your career or education goals? Have you changed any of your beliefs, opinions and truths? What are your next steps academically, personally or for your next co-op experience? Why?
3. **Academic:** What larger questions related to your ES studies arise out of the work or the subject matter of the work? What have you found curious, odd or interesting? How do you think your co-op experience will enhance (or diminish) your future ES course experiences?

Co-op (or SSWEP) Term #2 - 'Oral' Report

FORMAT AND STYLE

The Oral Report includes

1. an oral presentation AND
2. a document – either electronic (like a slideshow) or hard copy (like a poster).

The oral presentation will be 5-7 minutes long plus 5 minutes for question. The presentation will either be in an ES 200 class or at a special Co-op Presentation event (to be determined each term).

The document, which presents your information in a creative, engaging, and comprehensive way, should compliment your oral presentation. The document will be kept for program communications (with your name on it) – either on department bulletin boards or program websites.

TOPIC

How was your co-op experience a good professional development and learning experience for an ES student? In answering that question, you should consider

- the job description, organization, and possibly your location
- your learning objectives & outcomes (don't forget to think about the UVic Co-op & Career competency framework)
- how your life will evolve (or not) as a result of this position – personally, socially, professionally, and academically
- the three ES pillars – political ecology, ethnobotany, ecological restoration

Co-op Term #3 – 'ES In Action' Report

FORMAT AND STYLE

Please follow one of the standard guides for research papers such as the Guide for Writing Research Papers, American Psychological Association or the American Sociological Association.

Your report should be well written, employ good grammar and syntax, and be professional in format and tone. An excellent report will go beyond a simple summary and will make connections to a larger context both for you personally and to ES. While quality should be the focus, your report should be at least 6 pages long.

TOPIC

Section I - Description of Work Term

Section I of your report provides the functional details of your co-op term. This information may be shared with other students to inform them about this work place and the position.

1. **Provide a summary of this work term** in a way that will inform your faculty marker and fellow co-op students about the organization and the job. Provide a description of the company and its mandate, describe your role within that context and outline your primary duties and responsibilities.
2. **If you worked outside of your hometown, provide a summary of your community outside of work** in a way that will inform your faculty marker and fellow co-op students about moving to and living in that new environment.

Section II – Analysis of ES in Action

Section II is your personal reflections & analysis and will not be shared with other students. However, we encourage you to share it with your employer as your perspectives can help them further develop their practice.

Tell us how your understanding of three pillars of ES has been enhanced, challenged, or remained unchanged through this co-op experience. Tell us how your learning has evolved through your 3 co-op terms and degree program activities. In what specific ways did your co-op work terms bring ES material to life, push it further, or outright contradict it?