

Format A : Reflective Report

APPLIES TO

- undergrad Poli Sci co-op students in their 1st & 2nd co-op term
- graduate Poli Sci students in their 1st co-op term

A reflective report will focus more on your personal process, what you learned, and how you've changed because of the work experience. A good report will describe your work place and your role in the organization, and include some analysis that explores how and why questions, such as:

- What went well and why? Would they do anything differently next time?
- Was the work different than expected or different than learned in courses? What/How?
- Did the experience influence career or education goals? How?
- How does this work term relate to political science?

Your report should have 3 sections:

Introduction: description of organization, what they do and why, and your role or duties

Reflection and Analysis: examination of successes, challenges, relevance of the work to political science (see above)

Summary and Conclusion: what's next for you. How has this experience changed or solidified your plans moving forward?

If you completed a report or other document for your employer, you can use this document as part of your report but you must also include an introduction to set the context for the employer's report. Your introduction should include: a description of the organization and your role or duties, why you wrote the report, for whom, and any lessons learned along the way.

Format B: Analysis from a Political Science perspective

APPLIES TO

- undergrad Poli Sci major co-op students in their 3rd, 4th, or optional 5th co-op term
- graduate Poli Sci students in their 2nd or optional 3rd co-op term

The analytical report is a more critical examination of some aspect of your work experience from a political science perspective. The analytical report should begin with a brief description of the organization, your role, and why you are writing about this particular topic. The main portion of the report should explore some aspect of your co-op placement through a political science lens. Past co-op students have examined:

- The Objectification of Public Figures and Performers (Tour Guide, BC Legislature)
- Aboriginal Self-Government and the 'Nation-to-Nation' Relationship in Canada (Jr Policy Analyst, Indigenous and Northern Affairs Canada).
- Food Security Issues in a Food Abundant society (Fruit Tree Project Coordinator, LifeCycles Project)
- Irregular Migration and Security in the Mediterranean (Research Assistant, International Engagement, National Defence Canada)

In both A & B type reports, the report should be well written and formatted, organized and logical, with a good narrative structure, and **go beyond a mere description of your duties**.

Reports are due the first day of classes following the work term. If you are graduating following the work term your report is due on the 15th of the last month of your job (ie Apr 15th or Aug 15th). Email your report to the Social Sciences co-op Office: sscoop@uvic.ca.