

Co-op Work Term Plan

The Co-op Work Term Plan should be completed within the first 3 weeks of work and shared with your supervisor.

Student Name:	Program:
Company:	Supervisor:
Start Date:	End Date:

Student guideline for completion: Complete **PART A and B** of your Co-op Work Term Plan prior to meeting with your supervisor, reflecting on how you identify yourself as a learner in a workplace setting and determine what you hope to achieve throughout this experience. Once complete, review **PART A** with your supervisor and make additions, as necessary. Upload the entire completed document to your Work Term Record on MyCareer under “Work Term Requirements”.

Supervisor guideline: This plan is not meant to be a formal evaluation of the student’s performance, but a baseline used to create intentional opportunities with the student to assist them in skill development and setting goals for development or progression throughout the term as it relates to their program.

PART A: Complete and share with Supervisor

Duties and Responsibilities: Summarize the main duties and responsibilities of your position.

Additional Learning Opportunities: List any additional work or projects you would like to be involved in as part of your Co-op experience (with input from your supervisor). This would include activities that are outside of the current duties and responsibilities of your role or something of personal interest.

Program Related Skills: List the skills you would like to develop or enhance during the Co-op term as they relate to the courses or content in your program.

Transferrable Skills: List any skills you would like to develop or enhance during the Co-op term. You can refer to **PART B** of this plan to help you come up with your list.

Completing a Successful Co-op: Describe what you feel will help to make your Co-op work term a success.

PART B: Complete Individually

<p>Transferrable Skill Development: Utilizing the list below, please self-assess your current skill level. Think about what actions you might take towards skill development and how you will achieve this. The list will be reviewed at mid-point and end of the term to highlight your progression.</p> <p>New- Skill you would like to develop Developing-Have developed this skill and use sometimes Advanced-Utilize this skill often and effectively</p>			
Skill category and related skills:	New	Developing	Advanced
Communication			
Reading			
Writing (emails/reports)			
Speaking (in-person/phone)			
Listening			
Presenting			
Numeracy			
Understanding and applying mathematical concepts and reasoning			
Analyzing and using numerical data			
Critical Thinking & Problem Solving			
Identify a problem or question (Analysing)			
Gather and review information (Synthesising)			
Examine information gathered (Evaluating)			
Decision making			
Creative and innovative thinking			
Information Management			
Locate, select, organize, and document information using appropriate technology and information systems (Gathering and managing information)			
Selecting and using appropriate tools and technology for a task or a project (Computer literacy)			
Research, analyze, evaluate, and apply relevant information from a variety of sources (Internet skills)			
Interpersonal			
Teamwork/collaboration			
Relationship management			
Conflict resolution			
Leadership			
Networking			
Personal			
Managing self			
Managing change (flexible and adaptable)			
Engaging in reflective practices			
Demonstrating personal responsibility			

*Chart Reference- Ontario Ministry of Colleges and Universities: Essential Employability Skills

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