

## 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 your Co-op Work Term Plan prior to meeting with your supervisor and determine what you hope to achieve throughout this experience. Once complete, review 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.

### Terms of Reference

**Essential Employability Skills:** Use the chart below as a guide to complete the following questions. All Ontario College graduates must be able to reliably demonstrate these skills to achieve an Ontario College credential in addition to the general education requirement and learning outcomes of specific programs.

**Technical Skills:** Specialized abilities and knowledge required to perform specific tasks, solve problems, or operate within a particular field or industry. These skills are usually practical and measurable, and they are often acquired through education, training, or hands-on experience.

### Essential Employability Skills Chart

Communication	
Reading	Writing (emails/reports)
Speaking (in-person/phone)	Listening
Presenting	
Numeracy	
Analyzing and using numerical data	Understanding and applying mathematical concepts and reasoning
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	
Selecting and using appropriate tools and technology for a task or a project (Computer literacy)	Locate, select, organize, and document information using appropriate technology and information systems (Gathering and managing information)
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 and being flexible and adaptable
Engaging in reflective practices	Demonstrating personal responsibility

\*<https://www.ontario.ca/page/essential-employability-skills>

**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.

**Technical 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. Refer to Terms of Reference on page 1.

**Essential Employability Skills:** List any skills you would like to develop or enhance during the co-op term. You can refer to the chart to help you come up with your list. Refer to Terms of Reference on page 1.

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

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