

You are required to complete 10 journals. Journals are to be completed on computer (double-spaced). Journals will be marked twice; first for purposes of content, and secondly 'revised/corrected' journals are marked as a component of your portfolio.

Week #1: PERCEPTIONS OF THE WORKPLACE

Describe your first week on the job. What were your impressions during your first day on the job? Did things change as you began to work? What are your goals for a future career? How do you plan to begin working on these goals through your co-op placement? Describe your responsibilities and/or the responsibilities you hope to get as your work placement progresses. Discuss anything that you would like to change about your placement and/or expectations that you may have

Week #2: RESPONSIBILITIES

You may have some preconceived ideas about what it was like to have a career working in your area of employment. Interview a person that you are working with to profile responsibilities relating to the job. Record questions and answers (elaborate on yes/no answers). Complete a SWOT analysis on the job-strengths: what are the "good" points (relate to your skills and interests); weaknesses: things "not so good" about the job (discuss skills you may lack and tasks you may dislike) - opportunities: chances for advancement, professional development, travel, good income, etc.- threats: dangers, lack of opportunity for employment, skills not yet attained, etc.)

Week #3: TEAMWORK

No organization can function in isolation; teamwork and communication are critical components. Describe how what you do relates to the work of others. How do you see yourself as an effective member of the team? Describe how all employees interact within your organization to get a specific task accomplished and how they interact as part of a team. Give examples of things that are done in the workplace to accomplish this goal as well as examples of things that may go wrong if employees did not work as a team.

Week #4: CONFIDENTIALITY

Confidentiality in the workplace is critical. Prior to going into the workplace everyone had to sign confidentiality agreement. Explain why this agreement is so important and relate it to your workplace. Give examples of the types of things that must be kept confidential and what might happen if they were not. Explain why this process is so important.

Week #5: SUCCESS

When you think of a person who is successful what attributes/skills do you consider? Why are these important? How do they relate to your co-op workplace? Describe a person at your workplace that you would consider to be successful. What skills/attributes does this person have to make him/her successful? Does this person have the traits that you would like to model? Explain why or why not. What criteria would you use to evaluate a person as being successful or not? How can you build upon the skills/attitudes you require to be more successful in your work?

Week #6: PROBLEM SOLVING

In the workplace people are expected to solve problems on a daily basis. Describe in detail a situation in which a problem had to be addressed at your workplace (if none occurred, make one up that could have). How was the problem addressed? Explain the problem solving strategy that took place. Discuss the outcomes of the situation. What might have happened if the problem had not been resolved? Demonstrate that you understand the process to use should a problem arise in your workplace.

Week #7: SAFETY

Define the role that safety plays in your workplace. What precautions must be taken to ensure that there is a safe work environment? What role do you play in keeping things safe? Are there any work hazards that need to be identified? What emergency strategies have been discussed with you? Are you confident that you would know what to do in an emergency situation? Why or why not? What can you do to make yourself more confident?

Week #8: GOOD DAY

As an employee you have many interactions with others and are given different responsibilities. Reflect upon what you have done in your workplace and describe a really good day. What is it that made this day so special? How did others make you feel? Describe your day and analyze your feelings. Give examples of things that you did to illustrate that you have grown in knowledge & expertise.

Week #9: DREAM JOB

If you were given the opportunity to do any career what would it be? Is it the same career that you had intended to pursue when you first began co-op? Describe how your career path has changed or grown since you first began. Give examples of things that you would consider when choosing your "dream job".

Week #10: REVIEW & REFLECTION:

Describe and analyze what you learned from co-op. Was your placement what you had expected? Why or why not? If given the opportunity, are there things that you would like to have done differently? How did your work experience relate to topics covered in class? How did this experience relate to what you plan to do following graduation? Do you have any recommendations for future co-op students?