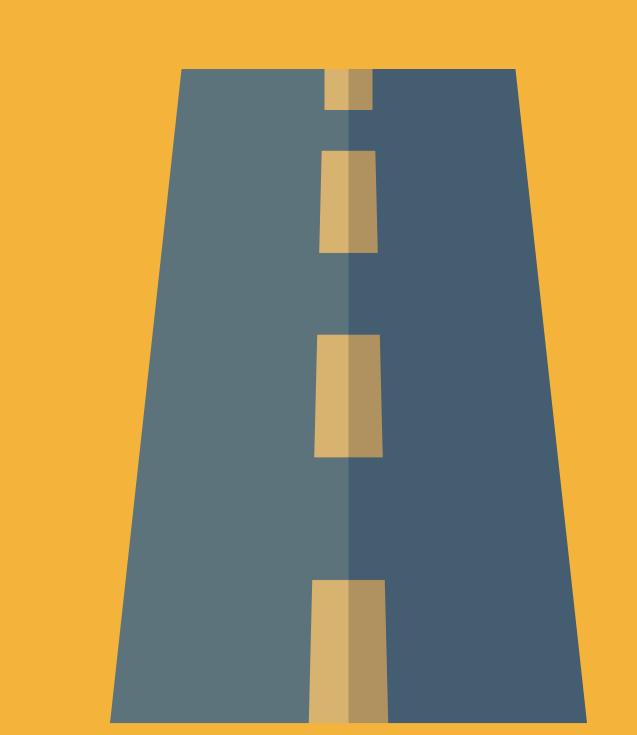
GUIDE TO A SUCCESSFUL WORK TERM

YOURJOURNEY STARTS HERE





The following list summarizes tasks you will want to complete within your first 2 weeks at work

TO COMPLETE Meet with your supervisor and establish expectations. At the start of

your term it is important to discuss and understand your working

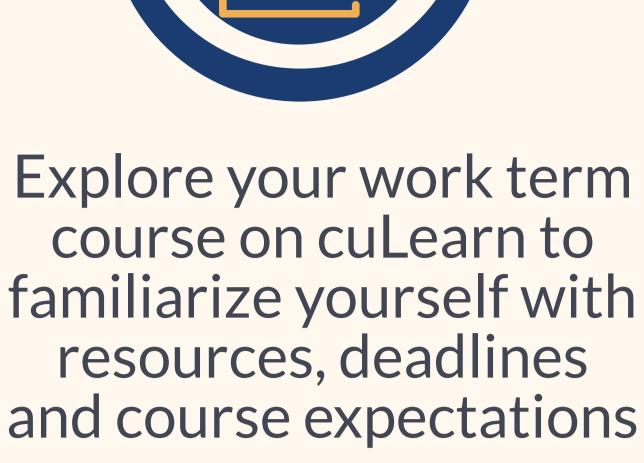
expectations, workplace policies and procedures. In order to support your learning and development, inquire about setting up bi-weekly or monthly meetings with your supervisor to discuss goals, learning objectives, outcomes and feedback
Determine working hours and create a routine. Research shows that having an established work routine increases our productivity, efficiency and motivation. Plan to work in accordance with your team's regular business hours and be ready to work at your start time. Remember that working hours are not for using Facebook, Twitter, YouTube, Instagram, Reddit, Netflix or any other social media/streaming service
Familiarize yourself with workplace policies regarding cellphone use, absences, health and safety and overtime. It is also helpful to dissect the finer points of your contract to understand your working parameters
Recognize the various roles in the workplace. Understanding the hierarchy at work is vital for maintaining communication and ensuring you are asking the right questions to the right people. This will also help you in establishing your professional network. Get to know your colleagues as they will be invaluable supports to you during your work term
Create learning objectives for yourself in consultation with your work supervisor. What do you hope to accomplish over the course of your term? What skill sets would you like to further develop and how do you plan to do this? How do your goals relate to your employer's goals? As a new employee how do you plan to contribute to the organization?
Be prepared. When invited to meetings remember to bring a pen and paper as well as read the necessary material beforehand. Even though you might not be asked to actively participate in the meeting, it is still important to listen and observe intently as the topics of discussion will likely have an impact on your work
Determine your workplace supports. Many organizations use a peer support network where new co-op students can rely on designated senior students and staff to help facilitate your learning. Inquire if your workplace engages in a practice similar to this such as a peer review process or being assigned a project point-person
Learn to separate your work life from your home life. An important part of establishing a work-life balance, and a crucial element to workplace integration, is recognizing personal and professional boundaries. In addition, make time to practice self-care so you can perform to your best ability at work
Ask for help. Seek assistance and guidance regularly, do not wait for

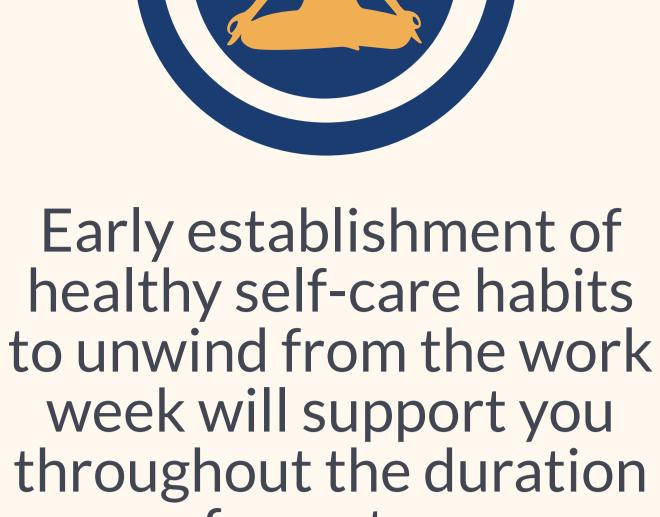


something to become a big problem before you get help

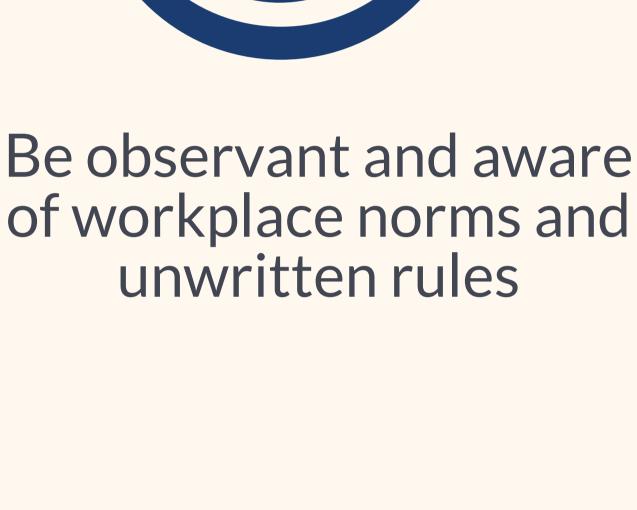


work term might impact your eligibility and repayments. If you are a graduate student, your work term will impact your ability to also TA - check with FGPA





of your term



and responsibilities

process much easier

Actively seek feedback.

To avoid stagnation and

promote professional

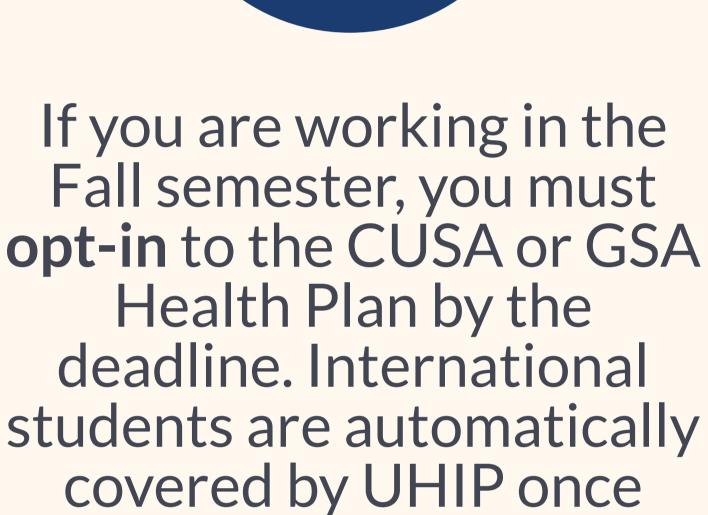
development, ask your

supervisor, colleagues and

teammates how you can

take your work to the next

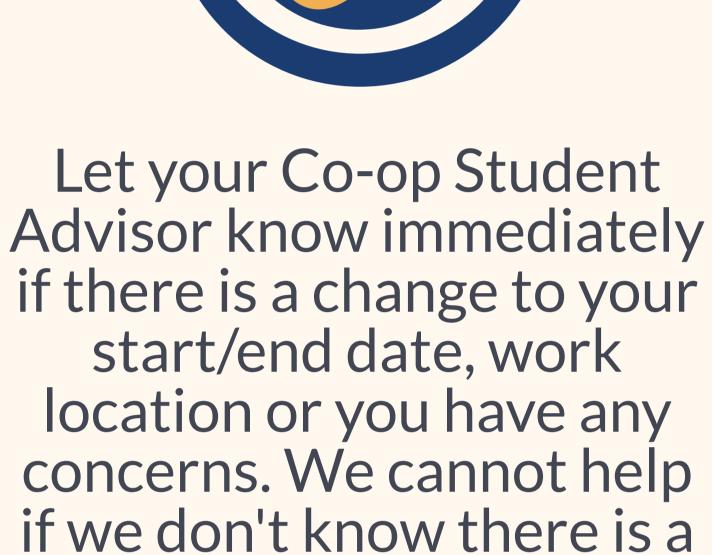
level



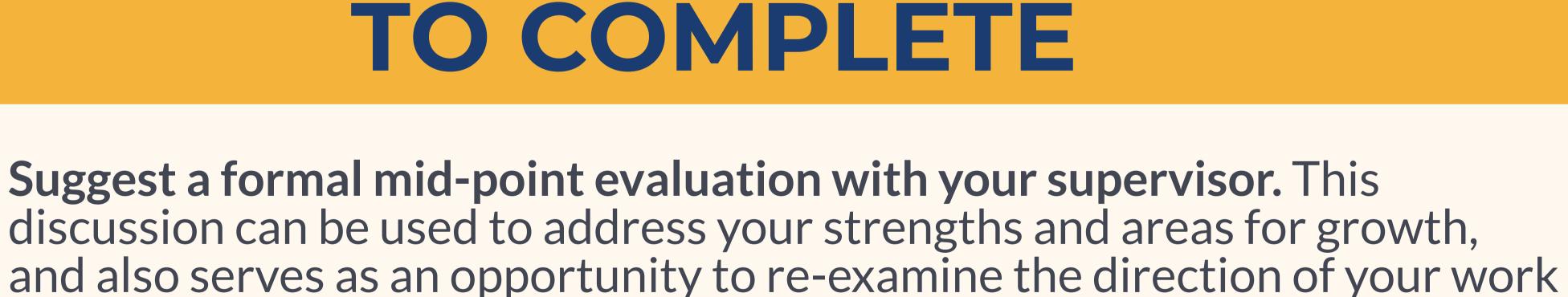
The following list summarizes tasks you will want to complete as you approach the midpoint of your work term

enrolled in a work term

course



problem!



Check-in and reevaluate the goals you set. Are you achieving them? Do you need to make modifications to make them more specific, achievable and/or reasonable? How are you meeting your employer's expectations? What are you doing to contribute to the organization?

If you are timelined for back-to-back work terms and would like to

Check your Carleton email address regularly, as a member of the Co-op

Office will be contacting you directly to set up a site visit or send an email

If you have not started your Work Term Report yet, now is a good time to

start looking at it more seriously. Do not leave your report to the last

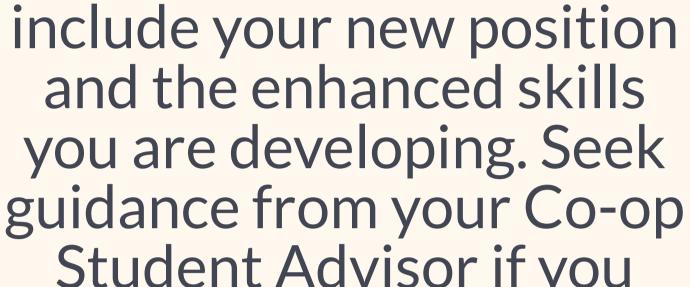
minute! Start to add to it daily or weekly, as this will make the writing

continue working at your current location, this is the time to discuss the potential for an extension with your supervisor or manager

check-in. Please respond promptly

Show initiative. When you are getting close to finishing a task, ask your supervisor for additional work. You can offer to help your colleagues with their projects once your work is completed but be sure to ask permission from your supervisor and the team lead first

TO CONSIDER



Update your resume to

The following list summarizes tasks you will want to complete as you approach the end of your work term TO COMPLETE





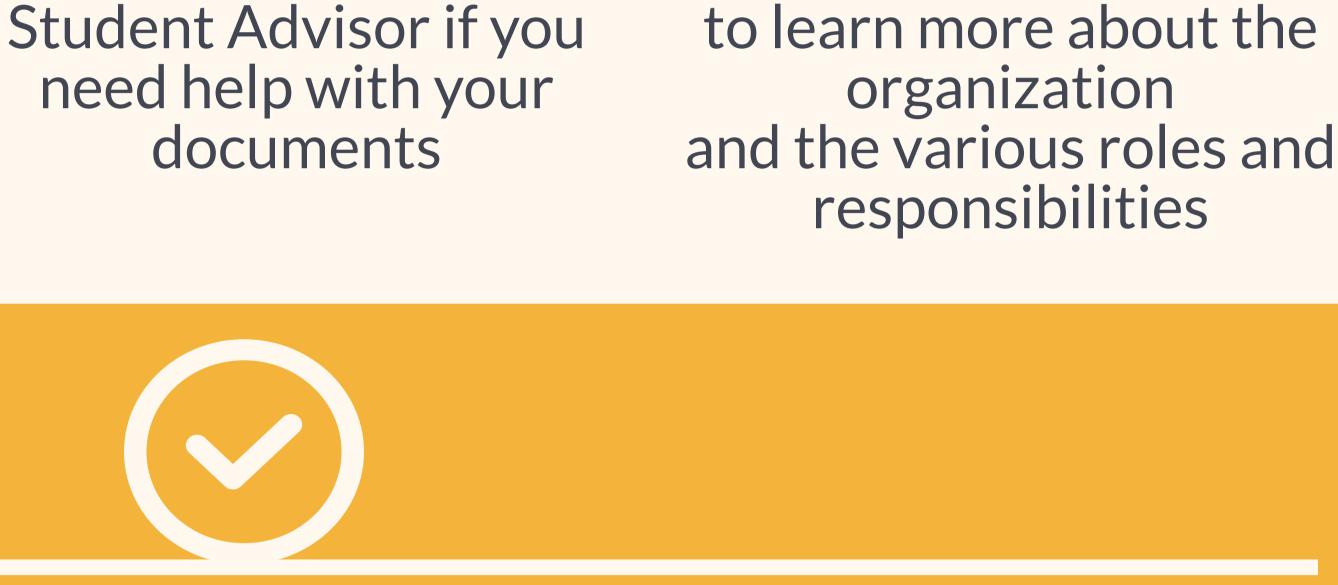
Inquire about the

possibility

of professional

development and job

shadowing opportunities



Ensure your Work Term Report is completed and submitted by the deadline. Remember that your supervisor must review the report prior to submission, so complete it well in advance to give your supervisor/manager ample time to review. If you have questions about the

report, email your Faculty Advisor. His/her contact information can be found on your Work Term Course page on cuLearn. Make sure to put in the required attention and effort to earn a SAT grade

Meet with your supervisor to review the End of Term Co-op Student Evaluation, and debrief and discuss your development over the term. This is a perfect opportunity to evaluate your progression holistically and break down specific areas of strength, growth and improvement. You will

guidance If you will not be returning to this workplace or specific position, make

also want to thank your supervisor/manager for your experience and their

sure your work is easily accessible, legible and coherent in the event that another individual is continuing on with the work following your departure

Keep in contact! Although you will be leaving the organization, your connections and professional network remain. Consider connecting on LinkedIn, inquire about references and make note of preferred methods of contact. The relationships you make now can continually impact your

career - and you never know how your paths may cross in the future!

professionally and personally? How will this experience inform your next

steps with co-op and your studies? Remember to update your resume

Reflect objectively on your work term. What have you learned