SINCLAIR COMMUNITY COLLEGE

Science, Mathematics & Engineering

Co-op Student Reflection Paper

In order for a co-op student to achieve career success, it is important to develop the practice of periodically stepping back to evaluate learning activities and experiences. Reflection is the process that helps each student connect the co-op experience with academics.

This is done by looking back at what has recently taken place and determining how these activities and experiences impact academic and career success. Reflection will help the student understand why the term *cooperative education* was coined as opposed to *cooperative work*. Reflective thinking is the key that allows work experience to become educative.

This form must be completed and returned to your faculty mentor at the end of the academic term.

Student name _____ Student ID# _____ Major _____

Company name_____ Academic term _____ Year _____

Co-op job title_____ Hours worked/week _____ Wage/hr _____

Briefly describe your normal activities in this co-op position

(Attach a one page report telling about your co-op job)

For each skill listed below, please rate on a scale from 1 to 4 the extent to which that skill was IMPROVED during your co-op experience

4 = Greatly improved **3** = Improved **2** = Stayed the same **1** = Not applicable

VERBAL COMMUNICATIONS: my ability to organize and communicate ideas and information to the appropriate listener and situation

4 **3** **2** **1**

Share an example_____

_____

WRITTEN COMMUNICATIONS: my ability to communicate ideas and information in written form such as in correspondence, email, and reports

4 **3** **2** **1**

Share an example_____

_____

PROBLEM SOLVING: my ability to recognize and respond to work related problems

4 **3** **2** **1**

Share an example_____

_____

INTERPERSONAL: my ability to communicate, to interact with others, and to be a contributing team member

4 **3** **2** **1**

Share an example_____

_____

TECHNOLOGY: my ability to learn and utilize industry technology

4 **3** **2** **1**

Share an example_____

_____

PROFESSIONAL ETHICS: my understanding and concern for the ethical standards toward the profession and my employers

4 **3** **2** **1**

Share an example_____

_____

WORK ETHIC: the way I approach my job such as attitude, enthusiasm, consistency, reliability, time management, and dress

4 **3** **2** **1**

Share an example_____

_____

SUPERVISION: my ability to respond to feedback from supervisors

4 **3** **2** **1**

Share an example_____

_____

OVERALL JOB PERFORMANCE: the way I perform my co-op job responsibilities including quality and accuracy of work

Exceeded Standard **Met Standard** **Improving** **Did not meet standard**

4 **3** **2** **1**

Share an example_____

_____

How did your academic background contribute to your success in this position?

_____

_____

How might your co-op experience contribute to your future academic success?

_____

_____

Student signature _____ **Date** _____