Department of Chemical Engineering
Reflective Work Term Report Template

Identification
Name:
Student ID:
E-mail address:
Current academic term:
Work report number (200, 300 or 400):

Part A: Experiences this Term

1. How will you add your experience this term to your engineering résumé?
Be sure to include a brief description of your engineering duties. If your experience is not
engineering, still consider how you will add it to your résumé. The PEO defines engineering
as the performance or management of any of the following activities that require the
application of engineering principles and concern the safeguarding of life, health, property,
economic interests, the public welfare and/or the environment:

• Planning
• Composing
• Advising
• Directing
• Designing
• Evaluating
• Reporting
• Supervising

Recommended length: 150-200 words

2. Based on your experience this term, respond to three of the questions
below as you would in an interview.
While you are answering each question, be sure to

• Focus on what you did as it relates to engineering criteria.
• Structure the description to include not only WHAT you did, but HOW you did it and WHY you did it
   (the what-how-why model). You may use the format: “I did...using ...in order to...”
• Be specific about what you did as opposed to the work of the team. “I determined the heat load....”
• Provide sufficient information about the complexity of the situation. A strong response should take
   you 60-90 seconds to articulate to an interviewer.

Visit CareerHub to review resources for résumé writing and responding to interview
questions.

Refer to the PEO’s Pre-graduation Experience Record Form section of the Reflective Work
Term Report Guidelines.
2 a) Application of Theory: In your work experience this term, how have you applied engineering fundamentals in one of the following: analysis, design or synthesis.

Recommended length: 150-200 words

2 b) Respond to one of the following questions:

i) Application of Theory: In your work experience this term, how have you applied engineering fundamentals in one of the following: testing methods or implementation methods?

ii) Practical Experience: Describe your practical engineering experience this term in relation to the function of components as part of a larger system, limitations of practical engineering, significance of time in the engineering process, knowledge and understanding of codes, standards, regulations and laws.

iii) Management of Engineering: Describe a situation from this term involving planning, scheduling, budgeting, supervision, project control, and/or risk assessment.

iv) Communication Skills: In your work experience this term, describe how you communicated your engineering ideas through written work, oral presentations and presentations to the general public.

v) Knowledge of the Social Implications of Engineering: Describe a situation you were in this term that involved the benefits of the engineering work to the public, safeguards, the relationship between the engineering activity and the public and/or the role of regulatory agencies.

Note: You will select a second one of these questions for part 2c.

Recommended length: 150-200 words
2 c) Respond to one of the following questions:

i) Application of Theory: In your work experience this term, how have you applied engineering fundamentals in one of the following: testing methods or implementation methods?

ii) Practical Experience: Describe your practical engineering experience this term in relation to the function of components as part of a larger system, limitations of practical engineering, significance of time in the engineering process, knowledge and understanding of codes, standards, regulations and laws.

iii) Management of Engineering: Describe a situation from this term involving planning, scheduling, budgeting, supervision, project control and/or risk assessment.

iv) Communication Skills: In your work experience this term, describe how you communicated your engineering ideas through written work, oral presentations and presentations to the general public.

v) Knowledge of the Social Implications of Engineering: Describe a situation you were in this term that involved the benefits of the engineering work to the public, safeguards, the relationship between the engineering activity and the public and/or the role of regulatory agencies.

Note: The question you choose for 2c must be different from the one you selected in 2b.

Recommended length: 150-200 words

3. The responses you provided in question 2 align with information required in the Professional Engineers Ontario’s “Experience Record Form” and "Pre-graduation Experience Record Form" After your 2B term, we recommend that you review these forms and their guides. (Optional)

Once you are in level 3A and above, you are strongly encouraged to complete a Pregraduation Experience Record Form every work term, and have your supervisor sign it.

Part B: Looking Ahead

Now that you have thought about your co-op work experiences this term, it is time to look ahead and see how you can use your learning for future planning.

Consider your academic and PD courses and your current and previous work experience. Respond to the prompts below with thoughtfulness and a thorough description. Include your responses to these prompts in the spaces provided below.

You may use an informal style, but it should still be professional. Write in complete, grammatically correct sentences and spellcheck carefully. Your writing represents you. Make your observations, reasoning and insights clear to the reader. Write reflections that you would be proud to share with a manager or other professional colleagues. We encourage you to read more about reflection and reflective writing before responding to the prompts on the following page.
Thinking about your experiences in the workplace this term, and the engineering experience you wrote about in Part A, which gaps did you notice in your knowledge and/or experience? Identify several gaps.

What skills and abilities do you want to focus on for development? Remember that you can develop areas of strengths as well as weaknesses. Identify several skills and abilities.

Describe what you will be looking for in your next co-op job. Include sufficient detail, insight and evidence of reflection for all aspects of your response to this prompt.

Describe the kind of job will you look for in the future.

Recommended length: 200-250 words