

Co-op Reflection Journals

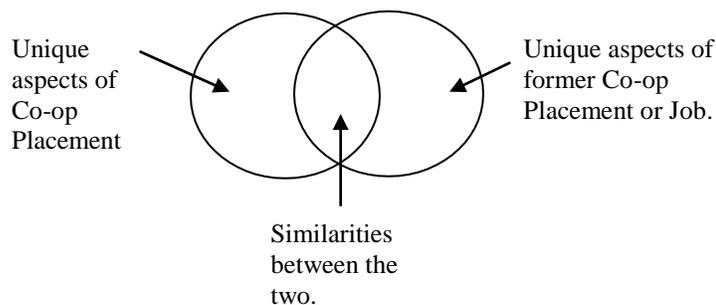
The student can simply talk about different things that happened that week (like writing a diary) or can pick an option below.

Each reflection must be numbered (i.e. Reflection Entry # 1) Please write at least a full page to achieve a level 4. (No entries should be less than half a page.)

Differentiated options - - Ideas that take into account your different learning preferences

- A. **MAP MAKER:** Draw a map of your work space. Label the map in detail.
- B. **HISTORICAL PERSPECTIVE:** Explain what you know about the history of your workplace/company (i.e. When was it founded? How has it grown? How has it changed over the years? Etc.)
- C. **ADVERTISEMENT:** Design an ad to promote your company.
- D. **PROBLEM SOLVER:** Identify a problem in your workplace and propose a solution. Try to test your hypothesis if possible and then record the outcome.
- E. **TIMETABLE:** Record a timetable of a typical day in your placement.
- F. **VOCABULARY:** Record and explain vocabulary words that are unique to your workplace. 12 words minimum.
- G. **BEST JOB:** In your opinion, what is the best job in your workplace? Explain the tasks associated with that job and then give reasons for your opinion.
- H. **PRO/CON LIST:** Make a list of the positive and negative tasks in your job.
- I. **GRAPH:** Make a graph to illustrate the types of work that you perform.
- J. **INTERVIEW BOSS/SUPERVISOR:** Interview your boss/supervisor to find out why he or she chose to work there instead of someplace else.
- K. **INTERVIEW OTHERS:** Interview a family member, a friend or another co-op student and ask him or her to discuss past jobs that he or she has held. Ask many questions such as: What was the first job the person had? What other jobs has the person had? Why did some jobs end? What skills did the person gain in each job? What jobs did they like the best ?
- L. **SURVEY:** Complete a simple survey. Interview 10 people and ask them “What was your first paid job, and how much did you make?” (10 points)
- M. **WORKPLACE ART:** Paint or sketch something interesting at your workplace.
- N. **COLLAGE:** Make a collage of images from your workplace.
- O. **COMIC:** Create a comic about something funny that happened at work one day.
- P. **WORKPLACE BULLETIN BOARD:** Create a bulletin board of upcoming events at your work.
- Q. **COLLEGE/UNIVERSITY PROGRAMS:** Research a college or university that offers a program of interest to you. Identify the program that interests you and record the admission requirements.
- R. **EMPLOYABILITY SKILLS:** Select four employability skills that you are practicing on the job. You can review these skills at <http://www.conferenceboard.ca/education/learning-tools/pdfs/esp2000.pdf> Give a specific example of how you are performing each skill at work.

- S. **ROLE PLAY:** Play the role of the customer or employer. Create a dialogue in which you are the customer or employer and you are having a typical dialogue with the co-op student (the co-op student could be you or it could be any student).
- T. **TRAINING DAY:** Imagine that you have to train a new co-op student. Explain how you would teach the new student to do your job. Give step-by-step instructions if possible.
- U. **STRESSFUL SITUATIONS:** Make a list of things that stress you out on the job. Ask a friend or a family member how he or she handles similar stressful situations. Make another list of the strategies that you use to help you deal with stress.
- V. **A DAY IN MY LIFE:** Complete a diary entry called “A day in my life”. Write about a typical school day from start to finish. You may make this factual or humorous.
- W. **KWL CHART:** Make a chart and divide into three sections:
- What I already know about my workplace
 - What I want to know
 - What I have learned so far.
 - Complete the chart with at least 6 entries in each section.
- X. **VENN DIAGRAM:** Create a Venn diagram to compare the similarities and differences between your co-op placement and a previous co-op placement or job. List at least 5 points in each section.



- Y. **LOGO DESIGN:** Design a new logo for your company. In a paragraph, explain why your logo is suitable for the company. (Explain the colours and images that you used.)
- Z. **YOUR OWN IDEA:** Propose an idea that is not on this list and ask the teacher if it would be okay to use that idea for a journal entry.

Another option to choose from when completing your journal entries is to complete one of the following sentence prompts. Don't forget to explain your answer with a well-developed paragraphs .

- A. On the job, I wish I had never _____
- B. At work, I am curious about _____
- C. I wish that someone would help me to _____
- D. At work, the most bored that I have ever been was _____
- E. At work, the most interested that I have ever been was _____
- F. One work skill that I would like to improve on would be _____
- G. Something that I recently learned was _____
- H. I would really like to work with _____ because....
- I. The hardest thing that I ever had to do was _____
- J. The nicest thing that I ever did for a colleague was _____
- K. One thing that I would like my co-workers to know about me is _____