**Term Papers**

Term papers!?! What are term papers doing in a work-based learning class?” Don’t despair, it is not as bad as it seems. A major part of the Co-operative Education process is the student’s reflection about what they are learning while training for a future occupation. Students are asked to reflect in writing upon the skills and knowledge gained in the classroom that are necessary and applied in real-world work situations. This reflection takes the form of an analytical paper. There is a Mid-Term and Final Paper due in this class. In addition, you can either choose to write four Reflection Papers or meet with me one-on-one to discuss your progress to date. Details on the assignments are below:

**Mid Term Paper – Due APRIL 17th**

Please include the answers to the following questions in your paper with adequate detail:

- *What are your work responsibilities?*
- *What current skills are you utilizing, what new skills are you learning?*
- *What progress have you made toward completing your learning objectives?*
- *Have you received any insight regarding work place issues such as: communication, conflict-resolution, management styles, dealing with co-workers, safety, ethics, etc.?*
- *How are you applying classroom learning to your work experience?*
- *What more can you do to be more successful?*
- *What factors do you wish existed to help you be more successful?*

**Final Paper – Due JUNE 5TH**

Please include the answers to the following questions in your paper with adequate detail:

- *How have your job duties expanded since you began this work assignment?*
- *What new skills did you learn?*
- *Describe how you achieved your learning objectives?*
- *What are your takeaways about working in a professional environment?*
- *What lessons from the classroom did you apply at your work place?*
- *What additional skills do you think you need to build a career and succeed in this work environment?*
- *What advice would you give to a new student taking on this work assignment?*