

TIPS FOR THE LAST TWO WEEKS OF YOUR WORK TERM

You have almost completed your work term - **CONGRATULATIONS!** Make the most of the remaining time by considering the following:

Projects and Assignments

- Have you allotted enough time to successfully complete all your projects and assignments?
- Is overtime required?
- If you cannot complete everything, ensure you have met with your supervisor to prioritize your remaining time and work assignments.

Work Term Report or Project

- Is this a project that is for your employer? Or one that may need some resources you may not have access to upon your return to campus?
- Make sure you budget enough time to do an "excellent job" on your report or project.
- Make sure your supervisor reviews your report or outline of your project.
- Is it confidential to the company?
- Ensure you have permission to share it with your Co-op Coordinator. If not, your supervisor will be asked to evaluate your report.

Your Next Work Term

- Do you want to return to this employer?
- Have you talked to your supervisor about returning/not returning?
- Is there another area that you would like to return to?
- During the last week, you should drop by and say goodbye to everyone you have worked with.

This is a great time to collect business cards and other contact information for the future.

Network

Imagine if, on each work term, you collect five contact names. Over three work terms, you would have fifteen solid contacts upon graduation. What an advantage! Most university students can spend up to a year developing this kind of network after graduation.