

WKEXP 901 WORK TERM ASSIGNMENT

Career Mindset Foundations

PURPOSE

This assignment is designed to help you connect your first co-op experience to key broader themes of career development. You will explore potential career paths in your field, identify and plan for skill development, and practice the art of resume writing. You will also build networking skills by connecting with colleagues, consider opportunities to grow beyond the classroom and workplace, and reflect on the personal values that so often guide career choices. Starting these career best-practices early will not only make future work terms and job searches easier, but will also give you greater self-awareness, confidence, and career readiness as you continue your co-op journey.

FORMAT

This assignment, completed and submitted in [Canvas](#), consists of short answer and paragraph responses to aspects of career mindset development. You don't need to answer all the questions at once. You can work on the assignment gradually, saving your progress and returning to it as needed before the due date. You are expected to write in complete sentences. If you submit anything less than complete sentences, such as point form responses, you will be asked to revise and resubmit. The assignment has five questions. All questions must be answered.

ASSIGNMENT

A *career mindset* refers to a way of thinking and approaching your professional life that emphasizes intentional growth and long-term planning. Indeed, it is never too early to think about the near limitless career possibilities your engineering degree can offer. Using resources from Engineering Career Connections' [Resource Vault](#) and the [Alberta Learning Information Service](#) (ALIS), you will explore engineering career path options, set workplace skill development goals, and craft resume-ready bullets. You will also build meaningful workplace relationships, identify opportunities to get involved beyond your co-op and classes, and reflect on your personal values to guide future decisions. Together, these activities will help you develop self-awareness, confidence, and career readiness as you begin your co-op journey.

DEADLINES

Your assignment is due one month prior to the end of the work term. **The assignment in Canvas closes at 11:59pm on the dates noted below.** Failure to complete all aspects of the assignment may result in a grade of "NC" - no credit - for your WKEXP 901 course.

<u>Work Term</u>	<u>Due Date</u>
Winter	31 March
Summer	31 July
Fall	30 November

PERFORMANCE EVALUATIONS

The End of Term Evaluation must be completed by both you and your supervisor before the end of each four-month work term. Toward the end of the term, a link to the evaluation will be sent directly to your supervisor's email address. To ensure they receive it, please make sure their correct email is entered in your work term record in campusBRIDGE. If you will be leaving your position more than two weeks before the end of the work term, notify your co-op onsite contact so the evaluation link can be sent earlier.