

## **STUDENT REPORT**

Prior to the end of the semester, students are required to write a student report that is a reflection of what they have learned through their Work Experience. **(WEE 302 – 2-4 pages; WEE 149 – 4-6 pages).**

All reports must be typed and double-spaced using Times New Roman 12pt font, 1" margins, and the title page should have your name, and the names of your employer and WEE instructor.

The report is graded based on content, grammar, spelling, punctuation, and presentation. The final report is to be turned in to the Work Experience Instructor before the end of the term – please see the semester calendar for submission deadlines.

*The Work Experience Instructor may indicate a specific topic, format, or length they want addressed in the paper, otherwise you may choose one of the following five topics and follow the guidelines described above:*

**Evaluate the use of objectives and the Work Experience:** Some questions to consider when writing your paper: How did you choose your learning objectives? What was it like to sit down with your employer and discuss both of your expectations? Did you find the objectives helpful in directing your learning experience? What did you learn by completing the objectives that you might not otherwise have learned? Did your supervisor follow through on their commitment to teach you new information/skills? What did you learn from using your objectives?

**Evaluate the effectiveness of the Work Experience program:** Some questions to consider when writing your paper: Was the experience valuable to your future goals/employment? If it was valuable, how? And if not – why not? How did the experience influence your future career decision(s)? What were the benefits and what were the drawbacks of the program?

**Describe your ideal career:** Some questions to consider when writing your paper: What is important to you in your job? Do you have a “career-ladder” philosophy or do you see yourself in one job, at one level? When do you think about your career future? What are you willing to sacrifice in your life to “move up the ladder”? What would you NOT give up for your career? How can Allan Hancock College help you attain your ideal career? What else will you need to make it happen?

**Suggestions that might improve efficiency & productivity at your job site:** Some things to consider when writing your paper: In your place of work – how is efficiency and productivity identified? How do you know if you are meeting the efficiency and productivity expectations at your place of work? Analyze your job site, then discuss the current levels of efficiency/productivity, and describe how you would go about improving efficiency and productivity (make sure you include changes in procedure and workflow). What could be eliminated to improve efficiency and productivity? What could be added for improvements? Could new or different equipment improve efficiency? This is your opportunity to be creative, yet realistic.

**Research the career opportunities available within your field of study/job:** Some things to consider when writing your paper: Identify the pros and cons concerning this field of study or occupation. Include the necessary education, training, pay scales, occupational outlook (employment possibilities), hours of work, and potential for promotion, drawbacks and benefits. Which organizations hire people in this career? What is the demand for workers in this career cluster? What can you do that might give you an “edge” for future employment in your field? *Please note – the Allan Hancock College Career and Technical Education Center (CTEC) has information about many occupations and careers. The library is also a great resource for this project*