

FINAL REPORT- WORK EXPERIENCE

In a well developed essay of a minimum 5-7 pages, describe your experience in detail. Try to reflect on your work assignments as a learning experience as you address the areas below. Use your bi-weekly tracking of objectives and your learning contract to assist you with this assignment. Presentation, content, organization, as well as grammar and spelling will be used to determine your grade for this assignment. This essay must be typed.

1. Describe in detail your work experience:
 - Briefly outline your responsibilities and job tasks
 - List the responsibilities of your immediate supervisor
 - Identify the role of your department within the entire organization
 - Include an organizational chart

2. Discuss and evaluate the accomplishment of your learning objectives during this work experience.

3. Discuss the aspects of your position that you especially liked and those you specifically disliked. If you encountered any difficulties or challenges, how did you resolve them?

4. Discuss the college courses that were most relevant to this work experience.

5. What new competencies did you develop as a result of this experience?

6. Evaluate your position in terms of your specific career objectives. Have your goals been confirmed or have they changed?

7. In what way was this experience meaningful to your personal and professional development. What did you learn about yourself? What impact do you think you had on the organization's success?

8. Assess, from your viewpoint, how successful the organization is. What policies/procedures would you revise?

9. What suggestions or recommendations would you give to the President of the organization to improve productivity, customer satisfaction, operations or staff development?