



# REPORTS



# REPORT

## DUE AT SEPTEMBER WORKSHOP

This assignment will be the culmination of the 4-day workshop and summer of work experience with your employer. Please complete (2) copies of the report and bring both copies with you to the evening Workshop in September (date to be determined). I will mail a copy of the report to your employer once I have reviewed it, along with an evaluation form. Your report is to contain the following:

### **WORKPLACE – An overview of your summer work experience**

Include the name of the company, your supervisor(s), and number of weeks worked. Describe the type of work you did, what you particularly liked. Has this work experience helped you think about your future career direction, why or why not? What skills were learned at your workplace that would be “transferable skills” for any job or career that you pursue? How did you adapt to the work schedule, i.e. getting up early for work, meeting new people, a workplace dress code, etc.? Do you now view those working full time differently? Why or Why not? Please add any additional comments that will give the reader of your report a good understanding of how you view your 1<sup>st</sup> summer of work.

### **JUNE 4-day WORKSHOP**

What workshop did you **enjoy** the most and why? What workshop did you **learn** the most from and why? (identify the specific workshop from your schedule) How did the workshops benefit you at your worksite?

### **EMPLOYABILITY SKILLS PROFILE (copy in your Journal)**

The curriculum for the New Brunswick Youth Career Connections Program is based on the Employability Skills Profile. Explain the importance of using these skills in your school work, your employment and in your personal life.

### **PERSONAL REFLECTION**

How has taking part in the New Brunswick Career Connections Program impacted you, i.e. self-confidence, ability to communicate with others, reliability, accountability, motivation?

### **REPORT GUIDELINES - Report to be written in the form of an essay.**

The report is to be a **minimum** of two typed pages, double spaced, well organized, good grammar and perfect spelling. It must have a separate cover page with the date, your name, your school, company you work for, and name of workplace supervisor clearly marked. **Optional: the use of graphics, pictures, etc., certainly will add interest to the content of your report. This would be in addition to the two pages of written text.**

This report will help you with the progression toward your NBYCCP completion. Please remember to keep a copy of it for yourselves. If you have any questions or concerns about writing this report, please contact your district program coordinator.

# SERVICE LEARNING PROJECT

## WHAT IS SERVICE LEARNING?

1. Service Learning is a method by which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs.
2. Service Learning is a volunteer activity and is non-paid.
3. Service involves direct, face to face contact with a person, people, or group being served.
4. Service Learning will give you the opportunity to reflect on your values, skills & knowledge.



## WHAT IS THE GOAL OF SERVICE LEARNING?

- To fill unmet needs in the community through direct service, which is meaningful and necessary.
- To enable you to help others, thereby enhancing your self-esteem and self-confidence.
- To take part in important and necessary work and empower you to address societal inadequacies.
- To better prepare you for your career/continuing education.

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- (A) As part of your New Brunswick Youth Career Connections Program Experience, you are required to complete a 15-20 hour Service Learning Project. Your experience can be with your school, church, an organized group, or in the community. This experience cannot benefit you financially nor can you receive a school credit, it can be combined with another volunteer activity.
- (B) You are then required to prepare a well written report on your Service Learning project and include the information from Part I and Part II below. This report is to be typed, double-spaced, and a minimum of one page.

## PART I – SERVICE:

As this project is to benefit the community, Please answer the following:

1. Describe the project, the participants, etc.?
2. How did the community benefit?
3. What were the challenges?
4. What is the outcome?

## PART II – LEARNING

Service Learning is intended not only as an opportunity to provide a service to your community but also as a learning tool to enhance your leadership skills and a time to reflect on what you have personally gained from this project.

1. What leadership skills did you use while doing your project? For example; decision making, goal-setting, conflict management, time management, etc.