Occupational Health & Safety: Writing Your Work Experience Journal

Throughout your work experience term and/or co-op term, you need to keep a journal. You will need to submit this journal when you complete your work experience/co-op term.

Throughout the OH&S program, you focus on what people do, analyze why they do it, and then apply a research-supported intervention strategy to improve working environment conditions. As part of this, you are required to keep a journal to document your work experience. It is important to pay attention to these aspects of your placement and to report back what you learn during your work experience/co-op term.

Your journal will help you to:

1. Keep you focused at work
2. Make sense of your experiences and things that take place on the job
3. Analyze what takes place and why things are done the way they are
4. Think about your learning and what stood out as important to you
5. Share your learning with others, including your faculty

Tips & Tricks for Writing your Experience Journal

- Set-aside a specific time to write notes, observations, and learning in your journal each day. This will help you remember what you learn each day, which will make it easier for you to summarize later
- Note questions you have or things you need to follow-up on for your own understanding and learning
- Organize your notes/observations/learning by date so that you can easily find information later
- Use narrative writing guidelines. Narrative writing is another term for “story telling”, which really means that you’re going to write from a first-person perspective. You are writing a journal about your work term/co-op experience, which means that we want your thoughts and perspective. You can use “I”, “me”, “my”, etc. Narrative writing is less formal than academic writing, but it still needs to use professional language and it needs to be clear and accurate
  - Use clear, concise sentences
    - Sentence structure is very important. Confusing sentences will make your journal difficult to read and difficult for your faculty to assess
    - Here are some resources to help you organize your writing and use accurate grammar:
      - Writing Accurate Sentences
      - Using Thought Groups
      - Using Transitions
      - Using Accurate Punctuation
- Write Effective Paragraphs
  - Effective paragraphs help you to organize your writing by topic/information given. Look at this resource to help you with writing effective paragraphs
• **Proof-Read Your Writing**
  o Don’t forget to proof-read your writing. You need to proof-read for spelling errors, grammatical errors, punctuation errors, clear sentences, and accurate information
  o Remember that you must submit your journal as an official assignment/document

Remember to visit [www.nscc.ca/writingcentre](http://www.nscc.ca/writingcentre) to access writing support. The **NSCC Writing Centre** is available to support you when you’re working on your OH&S journal.