



## Co-op Work Term Reflection – Late Submission Process

Please complete the following steps by the late submission deadline. Grades will be updated in Mosaic after add/drop.

1. Log on to [OSCARplus](#).
2. From your dashboard, select the "Co-op" tab and locate the applicable term (i.e. the term within which your co-op occurred).
2. Select the link that states the employer's name in order to view the work term record.
3. When viewing the work term record, locate the "Student Work Term Reflection" on the left-hand side.
4. Select "Student Work Term Reflection – No Record".
5. Select "Create Record".
6. Complete the reflection.
7. Once complete, select "submit".

### Past Late Submissions

- **Spring 2025 Work Term: Mid-Point Check-In and Final Reflection**

Late submissions were accepted until September 30, 2025; updated grades were submitted added to Mosaic in October.

In Spring 2024, the Centre began enforcing clearer and more defined deadlines for final reflections. For the period of 1 year, this process required the completion of a late form to accompany the late reflection submission. Below is a summary of the late submission deadlines that were enforced for those terms.

- **Winter 2025 Work Term: Final Reflection**

Requests were accepted until May 31, 2025 at 11:59 PM; approvals were processed during the week of June 2, 2025.

- **Fall 2024 Work Term: Final Reflection**

Requests were accepted until January 31, 2025 at 11:59 PM; approvals were processed during the week of February 3, 2025.

- **Spring 2024 Work Term: Final Reflection**

Requests were accepted until January 31, 2025 at 11:59 PM; approvals were processed during the week of February 3, 2025.

- **Pre-Spring 2024 Work Terms: Final Reflection**

Requests will be accepted on a rolling basis via this form for work terms that occurred prior to Spring 2024; approvals will be processed on a monthly basis.