Health Information Science Co-op—Work Term Report Guidelines

You’ll complete a work term report for each of your work terms. This is a scientific report on a topic related to your work, which you will choose in consultation with your supervisor.

A) STEPS TO CREATING A WORK TERM REPORT

1. **Choose a topic** after talking with your employer and coordinator. You should select your topic by the start of your second month on the job.
2. **Talk to your employer and coordinator** to choose someone to mark the report. They will usually have expertise about the subject matter you’ve chosen for your report. The marker could be your employer or a co-worker, UVic staff or faculty member, or graduate student.
3. **Write the first draft** of your report by the end of the third month of your work term and submit it to your employer for feedback.
4. **Put together a final version** and submit it to your employer, your marker and the co-op office 15 days after the end of your work term. The deadlines are:
   - **Sept 15** if your work term ended in August (unless you’re graduating in November, in which case your report is due Sept 1)
   - **Jan 15** if your work term ended in December
   - **May 15** if your work term ended in April (unless you’re graduating in June, in which case your report is due May 1)
5. Your work term will be marked with a grade of “satisfactory” or “unsatisfactory.” Unsatisfactory reports need to be redone within two weeks and awarded a “satisfactory.”

Your report must be:

- approximately 2,000 words and must include a title page
- concise
- organized
- logical
- consistent
- accurate and complete
- professional
- readable
B) WORK TERM REPORT TYPES

Co-op jobs are varied, so there are three possible formats for your report. Each report should be approximately 2,000 to 3,000 words, typed and double spaced on 8.5x11 paper with margins no less than 1 inch:

1. **Professional report:** A combination of the strict scientific format and formal essay. This style’s often useful in consulting work, government and industry. This type of report communicates background information, differing views, evidence, conclusions and recommendations. It includes:
   a. Title page
   b. Summary or abstract
   c. Table of contents
   d. Lists of tables and figures
   e. Introduction
   f. Discussion
   g. Conclusions
   h. References
   i. Appendices (optional)

2. **Scientific report:** It should conform with accepted journal style and include:
   a. Title page
   b. Summary or abstract
   c. Table of contents
   d. List of tables and list of figures
   e. Introduction
   f. Materials and methods
   g. Results
   h. Discussion
   i. Conclusions
   j. References
   k. Appendices

3. **Employer’s report:** If your employer asks for a format that’s different than the professional or scientific style, check in with your coordinator. This report might include a poster, website, Wiki or video.
C) WHAT TO INCLUDE

1. Title page: Check out this sample:

   University of Victoria
   School of Health Information Science
   Support-Web: A user's manual for the
   clinical database tool at St. Michaels Hospital

   WORK TERM REPORT
   in partial fulfillment of the requirements
   of the HIS Co-op Program
   Winter 1998
   By
   Jane Doe
   Performed at: St. Michael's Hospital
   Dartmouth, NS
   Job Supervisor: Dr. A.B. Smith
   Job Title: Infomatics Assistant

2. Summary or abstract: Write this after you complete your report. The abstract should be less than one page and should include a statement of your objectives, a summary of experimental methods (for scientific report only), a brief statement of the main results and the main conclusions or recommendations. Note: This one isn't on the biology page, which we're using as a base. Should it be added to biology?

3. Table of contents: A list that identifies all the major sections with their titles and page numbers.

4. List of tables: Include all tables with their individual numbers, titles, and page numbers. Use the same format as the table of contents.

5. List of figures: Include all figures with their individual numbers, titles and page numbers (illustrations, tables and other supporting material not critical to the text should go in the appendices, and don't need to appear in the list of figures).

6. Introduction: Present your background, approach and main objectives and give the reader a sense of where this work fits into the larger picture.

7. Materials and methods (for the scientific report): Describe the details of the experimental procedure and apparatus by:
   a. describing the procedures in sequence, including information about the data and discussion
b. naming and referencing any procedures followed from a manual, journal or other publication

c. using the past tense

d. naming chemicals with their generic name, followed in parenthesis by the trade name, e.g. sodium pentobarbital (Nembutal)

8. **Results (scientific report only):** The results form the basis for your analysis or conclusions. Qualitative results should be logically organized into subheadings and observations. Numerical data should be presented in tables or graphs. Measurements should be presented in metric units.

9. **Discussion:** This is the main body of your report. Information should be well organized, clearly presented, and analyzed with rigid objectivity. Include information that conflicts with your hypothesis by discussing and suggesting alternate explanations. Whenever possible, include references to relevant literature.

10. **Conclusions:** A brief statement of the major conclusions of your report. It should end with a series of recommendations.

11. **References:** In-text references should follow the format of a recognized journal (e.g. “This agrees with conclusions drawn by other workers (Bacq and Alexander 1961) but stands in contrast to the claim by Brunst, et al. (1965) that irradiation actually enhances mitosis.

References in the **reference section** should be listed alphabetically by author. Include the author, year, title, journal, publisher and relevant pages (e.g. Bacq, A.M. and V. Alexander, 1961. Fundamentals of Radio-Biology. 2nd edition. Pergamon Press, New York, 300pp.)

12. **Appendices:** These give the reader additional information that elaborates on the main text but isn’t essential to the principle theme of the report. Appendices could include calculations, illustrations, etc.

Not sure where to start? Contact your co-op office to see samples of past reports.