Public Administration Co-op—Work Term Report Guidelines

You’ll complete a work term report for each of your work terms. Your report will summarize the activities and projects that you completed during your work term.

A) STEPS TO CREATING A WORK TERM REPORT

1. Choose a topic after talking with your employer and coordinator to get feedback and ideas.
2. Try to write the first draft of your report by the end of the third month of your work term.
3. Put together a final version and submit it to your employer and the co-op office within two weeks of finishing your work term. The deadlines are:
   • September 15 if your work term ended in August (unless you’re graduating in November, in which case your report is due September 1)
   • January 15 if your work term ended in December
   • May 15 if your work term ended in April (unless you’re graduating in November, in which case your report is due May 1)
4. Your work term will be marked with a grade of “satisfactory” or “unsatisfactory”. Unsatisfactory reports will need to be redone within two weeks and awarded a “satisfactory”.
5. Your report must be:
   • concise
   • organized
   • logical
   • consistent
   • accurate and complete
   • professional
   • readable

B) REPORT STRUCTURE

Write your report in first person, using complete paragraphs. Not sure where to start? Contact your co-op office (spacoop@uvic.ca) to see samples of past reports.

Your work term should include the following sections (titles can be changed if necessary). Sections 3 to 6 should be covered in no more than 5 single-spaced pages.
1. **Title page:** includes your name, work term number and the term in which the work was completed, the name of your employer organization and branch, and the city where you worked.

2. **Table of contents:** a list that identifies all the major sections with their titles and page numbers.

3. Work term setting and activities
4. Work term objectives
5. Learning outcomes
6. Academic and co-op preparation
7. Work samples (no more than 5 pages)

**C) WHAT TO INCLUDE**

- Describe where you were working and summarize the activities and projects that you worked on during your work term.
- Give examples of the learning objectives you set for yourself at the start of your work term, including academic, personal and professional goals.
- Explain whether your work term goals were met, exceeded or not met and provide details.
- Comment on whether your academic studies prepared you for your work term.
- Include a sample of the work you completed during your work term (maximum 5 pages).

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