Economics Co-op Work Term Report Guidelines

Overview
The Work Term Report is a bridge between the learning experienced within the classroom and the learning experienced on the Co-op term. Submission of a work term report is a mandatory requirement of the Co-op program. The Work Term Report involves accurately and completely reporting the nature of your duties in your work term setting, and reflecting upon your experiences and the skills and knowledge you developed during your work term. The report should be approximately 2000 words in length. Your work term report should consist of the sections/subsections outlined below. Feel free to add sections or subsections to the following, but if your work term report does not address all of the following points, it may be marked as Unsatisfactory and returned to for revision.

The sections/subsections listed below refer to what should appear in the main body of your report. Your report should also include title page, executive summary, table of contents, list of tables (if applicable), list of illustrations (if applicable), appendices (if applicable), and references (if applicable).

1 Introduction and Description of Setting and Duties
   a) Description of the work term setting - Describe the function/mandate of the organization in which you worked. In particular, focus on the specific unit(s) that you worked in, describing how that unit’s function/mandate fits into the function/mandate of the larger organization. Describe the roles of your supervisors/co-workers, and how their positions interfaced with yours. Include an organizational chart in an appendix, if possible.
   b) Description of your specific duties/responsibilities and projects – Describe your contributions to the organization. Precisely define the mandate and duties given to you by your employer. What exactly did you do? What type of work? In what area? What methods of analysis did you use? How did your work relate to public policy, economic, administrative or technical issues within your organization? Assess how your work products contributed to the immediate objectives of your unit and of the organization? What type of output did you produce?
   c) What were your learning objectives for the Work Term? – Refer to the Work Term Expectations form you completed at the start of the Co-op term.

2. Reflections and Analysis
   a) How relevant was your previous academic knowledge and experience (particularly that gained at UVIC) to your work term responsibilities? What skills/knowledge did you need for this work term? Do you feel that your academic courses, particularly Economics courses, prepared you well for your work term duties? If so, describe specifically. If you feel there were specific skills or knowledge that your university courses could have provided you with that would have better prepared you for your work term, please describe and discuss.
   b) What did you learn during your Co-op term (learning outcomes)? How successful do you feel you were in accomplishing your work term objectives? How did this experience contribute to developing your professional skills as an Economist?
   c) What areas of your work term posed the greatest challenges and how did you deal with these challenges?
   d) What are the issues that you encountered in your work term that would make an interesting topic for a term paper or essay? Are there questions that, as an Economist, you could see addressing or doing further research on?
   e) What were your most positive experiences in your work term?
   f) Would you like permanent employment after graduation in this setting or in one like it? Why or why not?
3. Recommendations and Conclusions
   a) How successful do you feel your unit was in accomplishing its overall objectives? Does the unit measure its success objectively? - An axiom in applied social sciences is "If it matters, measure!" - How did your unit do this? - Is there any way you can suggest improving how they measure success in meeting their objectives?
   b) Is there anything about the organization, or procedures in your work term setting, that you think could be changed in order to make it more successful in its objectives or more rewarding to its employees?
   c) Do you have any further observations, recommendations or comments on this work term experience?

4. Appendices
Appendices are optional, but may be used to provide an example, or examples, of work completed during the Co-op term. Alternatively, an Appendix may be used to summarize projects, reports and presentations completed during the term. Please limit Appendices to a total of 5 pages.

Submission Deadlines and Process
If you wish to discuss your Work Term Report, please contact Barbara Fisher, Coordinator, 250-721-8969
bfisher@uvic.ca

Grading
A faculty marker in the department of Economics will grade your report Excellent, Very Good, Good, Satisfactory, Weak or Unsatisfactory. If you do not follow the guidelines above, you may receive a “Weak” or “Unsatisfactory” grade, and your report will be returned for revisions.

SUBMISSION DEADLINES
Work Term Reports are due on the first day of classes OR the first business day in the term following the work term.

Early Submission for Convocation
If you are graduating in the semester following your work term (e.g., January-April work term and graduation in June OR May-August work term and graduation in November), you must submit your Work Term Report by April 15 for June Convocation or by August 15 for November Convocation.