PLEASE READ THIS
BEFORE LEAVING FOR YOUR
SUMMER 2019 WORKTERM

Important Forms:

Please check each form for its DUE DATE.

**STUDENT WT INFORMATION FORM.** We need this form in order to contact you throughout the work term and to arrange the work site visit.

**STUDENT'S LEARNING OBJECTIVES AND SELF-ASSESSMENTS OF COMPETENCIES.** It is important to complete the learning objectives within the first week of the work term, because submission of this form is required before you or your employer can complete the competency assessments. The mid-term assessment is completed before the work site visit. The final assessment is completed 7-10 days before you leave your job.

**JOB SUMMARY FORM.** This information will be used to provide other co-op students with first-hand information about this position and will also serve as an additional reference for interview preparation.

**EMPLOYER’S EVALUATIONS OF STUDENTS.** The student’s performance is evaluated during the work term by the employer. The final assessment is completed before you leave your job.

RETURNING TO YOUR EMPLOYER FOR YOUR NEXT WORKTERM? If so, try to make arrangements **BEFORE** your workterm ends, and obtain a letter of confirmation from your employer.

**WORK SITE VISITS** (approximately the second and third months of the work term.) The Coordinator will try to visit all students on a work term. However, in cases where the student is in a remote location, the visit may either be contacted by telephone or, if another UVic Co-op Coordinator is travelling to that region, we may ask them to visit you for us.

The purpose of a work site visit is to:

1) ensure good University/Employer relations
2) discuss student/employer expectations and how effectively they are being met
3) review the work environment
4) do job development work and explore the possibility for future co-op placements
WORKTERM EVALUATION: Assignment of the workterm grade is based on the employer’s evaluation and the evaluation of the workterm report:

**Employer’s Evaluation of Student:** The student’s performance is evaluated during the workterm by the employer. An unsatisfactory evaluation from the employer or dismissal from a co-op job for just cause may result in a failed work term.

**The Workterm Report:** The Co-op Workterm Report Guidelines are available online: [www.uvic.ca/coopandcareer/co-op/info-by-program/other-programs/index.php](http://www.uvic.ca/coopandcareer/co-op/info-by-program/other-programs/index.php). The report’s DUE DATE is listed on the “Important Dates” handout in your WT Info Package. **It is your responsibility** to ensure your report is graded "satisfactory" by the grade submission deadline.

**Confidential Reports:** Arrangements will be made for either the employer to evaluate your report, or for the co-op coordinator to sign a nondisclosure agreement. If your employer has concerns about this process, please ask them to call us at 250-721-8813.

**Assignment of Grades:** One of the following grades will be assigned to your work term:

- COM: Satisfactory employer evaluation and Co-op Report
- F: Unsatisfactory evaluation from employer and/or Co-op Report
- N: Co-op Report not submitted within deadline

<table>
<thead>
<tr>
<th>RESOURCES ON CAMPUS:</th>
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<tbody>
<tr>
<td>BCMB Co-op Office:</td>
</tr>
<tr>
<td>Coordinator: Heather Croft 250 721-8813</td>
</tr>
<tr>
<td>Assistant: Jessica Abriel 250 472-4800</td>
</tr>
<tr>
<td>Fax: 250 472-4297</td>
</tr>
<tr>
<td>BCMB Co-op Website: <a href="http://www.uvic.ca/coopandcareer/co-op/index.php">https://www.uvic.ca/coopandcareer/co-op/index.php</a></td>
</tr>
<tr>
<td>Co-op portal: <a href="https://learninginmotion.uvic.ca">https://learninginmotion.uvic.ca</a></td>
</tr>
<tr>
<td>BCMB Co-op Student Rep: TBA (see co-op notice board)</td>
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</tbody>
</table>

| Main Co-op Website | [www.uvic.ca/coop](http://www.uvic.ca/coop) |
| UVic switchboard   | 250 721-7121 |
| UVic homepage      | [www.uvic.ca/](http://www.uvic.ca/) |
| Accounting Services | 250 472-4525  | [www.uvic.ca/](http://www.uvic.ca/)tuition |
| Tuition & Fees     | 250 721-7032  | toll free 800-663-5260 |
| Computer Helpdesk  | 250 721-7687  | [www.uvic.ca/systems](http://www.uvic.ca/systems) |
| Registration help  | 250 721-8121  | [www.uvic.ca/registrar](http://www.uvic.ca/registrar) |
| Student Awards & Financial Aid | 250-721-8423 | [www.uvic.ca/safa](http://www.uvic.ca/safa) |
IMPORTANT DATES DURING THE SUMMER 2018 WORK TERM

May 1   WORK TERM BEGINS *(confirm with your employer)*

May 1-4  COMPLETE LEARNING OBJECTIVES through Learning in Motion (must be completed during first week of work term).

May 15   STUDENT WORK TERM INFORMATION FORM DUE – the form will be sent to you as an email attachment. Please complete the form and return to *bcmbcoop@uvic.ca*.

May 31   CO-OP PROGRAM FEES DUE:

Please allow at least 24-48 business hours for the payment to be processed into your tuition account

You can pay Tuition/Co-op Fees by Internet banking/telephone banking, cheque or money order, Interac/debit or cash.

PLEASE NOTE ACCOUNTING SERVICES DOES NOT ACCEPT CREDIT CARDS.

Telephone or Internet Banking - through your banking institution set up the payee as the “University of Victoria Tuition Fees” and the account number is your STUDENT ID number, for example V00XXXXXX. Please follow your banking institutions instructions for adding a payee.

Mailing a Cheque, Money Order or Bank Draft - if you are mailing your payment please ensure that your STUDENT ID number and the term are on the front of the payment. The mailing address is:

Accounting Services, University of Victoria P.O. Box 3040, Stn CSC Victoria, B.C. V8W 3N7

[www.uvic.ca/tuition](http://www.uvic.ca/tuition)

June 15  COMPLETE YOUR MID-TERM COMPETENCY ASSESSMENT through Learning in Motion. This must be completed before your work site visit. Your employer’s mid-term assessment will be completed before or during the work site visit.

Jun – Jul  WORK SITE VISIT PERIOD – the Co-op Coordinator will meet with both you and your supervisor. If you have questions or concerns before to the site visit, please call the BCMB Co-op Office at (250) 721-8813.

Aug 6-15 COMPLETE YOUR FINAL COMPETENCY ASSESSMENT through Learning in Motion 7-10 days before you leave your job.

Aug 13   ASK YOUR SUPERVISOR TO COMPLETE AND DISCUSS with you the Employer Final Competency Assessment before you leave your job.

UPDATE YOUR RESUME BEFORE RETURNING TO CAMPUS – it will be easier to do this while your workterm experience is still fresh in your mind.

COMPLETE STUDENT JOB SUMMARY FORM (the form will be sent to you as an email attachment on August 13) and return it to *bcmbcoop@uvic.ca* before your debriefing session.
## Important Dates When You Return To Campus

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept 4</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>Sept 9</td>
<td>The following form is DUE: Previous Student’s Job Summary</td>
</tr>
<tr>
<td>Sept 11</td>
<td>Updated Resume Due as a Word.doc(x) in an email attachment to <a href="mailto:bcmbcoop@uvic.ca">bcmbcoop@uvic.ca</a></td>
</tr>
<tr>
<td>Sept 16</td>
<td>Work Term Report Due</td>
</tr>
<tr>
<td></td>
<td>The work term report can be submitted as an email attachment to <a href="mailto:bcmbcoop@uvic.ca">bcmbcoop@uvic.ca</a> or as a hardcopy. Please provide your employer with a copy of your report</td>
</tr>
<tr>
<td>Sept 9-13</td>
<td>Debriefing Session – Please watch the co-op bulletin board for details.</td>
</tr>
<tr>
<td>TBA</td>
<td>Oral Presentation – All students must give an oral presentation on their return to campus. The date, time and location will be available from the co-op office when you return to campus. See the Oral Presentation Guidelines in this package. Please watch the co-op bulletin board for details.</td>
</tr>
</tbody>
</table>
LEAVING TOWN CHECKLIST

Accommodations

- If relocating for a work term, please check out the Job Summary forms in the files in the co-op office (Petch 190). Also check the off-campus housing website of the university closest to your work location.
- If giving up current residence and relocating, give adequate notice to your landlord.
- Co-op Students are invited to post their housing notices (both wanted and available) on the UVic off-campus housing website: www.uvic.ca/residence/home/home/off-campus/

Networking

- Check with your coordinator to liaise with other co-op students who have previously been to the same location or company.
- Check the co-op student notice board for any out-of-town placement listings.

Travel Plans

- Determine your start and end dates, so that you can make final travel arrangements.
- Determine how you will travel to your destination.
- If you are driving, ensure that your car is road-safe.

Budgeting

- Whichever way you travel, you will need some money to get to where you are going and money when you get there.
- It could be two to six weeks after you begin work before you get your first pay cheque, so budget for this.
- Put aside a portion of your pay cheque for your return to campus.

Packing

- Depending on the location of your work term, make sure you pack the appropriate clothes for the type of environment, climate, time of year, etc.

Other Personal Issues

- Get a reference from your doctor and dentist; if you have a special medical condition, be sure you know what medication you require and that you have extended health.
- Locate the offices of the doctor and dentist or walk-in clinic near your new work site.
• If you own a vehicle, ensure that you make arrangements for insurance coverage if you are leaving the province for more than three months.
• Provide your coordinator with your new address and telephone number on the work term information form.

University Related Responsibilities

• Drop any courses you may have registered in as a “back-up” plan – you will not be able to register in your work term until this is done.
• Pay all of your outstanding fees and fines prior to leaving campus.
• Your work term fee is due at the end of the first month of your work term.

Student Loans

• A co-op work term can affect your student loan status if you are not registered in courses for more than six months.
• As a co-op student it is recommended that you take out only 4-month loans.
• To maintain full-time student status while on a co-op work term, a student must be registered in a full-time co-op placement.

Library

• Return all books to the library.

Safety/Special Courses

• Your employer may require you to take special courses or supply specific clothes and equipment. If you will be working with hazardous materials, ensure that you complete the UVic web-based Biosafety course at www.uvic.ca/ohse/research/bio/index.php.

Work Term Considerations

• Work Term Report: Obtain the booklet, “Guidelines to Writing a Work Term Report” from your coordinator.
• If you encounter a difficult situation you cannot handle alone, call your coordinator. Do not wait for a site visit.
## WORK TERM INFORMATION FORM

This information is required by the Co-op office to help us maintain accurate records and contact students and supervisors to arrange work site visits. You are encouraged to submit this form as soon as the information is available and again later if there are any changes.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
</tr>
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<tbody>
<tr>
<td>Email:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Work Term Home Address:</td>
<td>Work Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address:</td>
<td>Salary: $ /month</td>
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</table>

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Supervisor Phone:</th>
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<tr>
<td>Supervisor Email:</td>
<td>Supervisor Fax:</td>
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</table>

**Brief description of duties/project:**

**Comments (e.g. problems, action needed, etc.):**

**Please email completed form to bcmbsec@uvic.ca**
Some employers provide formal orientation sessions for their new employees, while others have a less formal *ad hoc* system. By the end of your first day of work or after your orientation session, you should know most of the following. Review this sheet after Day One, and if you don’t know, introduce yourself to your co-workers and ASK!!

**Your supervisor’s name, title, phone number**

**Your hours of work, including:**
- Start and end times
- Coffee and lunch break policies
- Overtime policies and procedures
- Who to contact if you will be late or absent
- Policies on doctor’s and other appointments

**Your surroundings, including introductions to your co-workers, and the locations of:**
- Restrooms
- Coatrooms
- Eating and coffee areas (Are you allowed to eat and drink at your desk?)
- Your office address, mailing address, phone number
- Bulletin Boards and other notice services
- Reference materials, libraries, manuals which YOU are allowed to use
- Employee access to building, (times, keys, etc.)
- Parking facilities for your car or your bicycle

**Health and safety procedures:**
- Which equipment you must or may use
- How to get equipment
- How to report accidents
- Where the first aid kit is
- Who the first aid attendant in the office is

**Office policies and procedures:**
- Phone policies such as:
  - Are personal calls permitted (even when on breaks and on your own cell phone?)
  - Are calls to the Co-op office permitted from your office phone? (long distance?)
  - The appropriate greeting when answering the phone
  - If and how you should answer other phones in the office
- Secretarial and support services:
  - What support you can expect and from whom
  - What you are expected to do yourself
  - How to request assistance
  - How to get office or lab supplies
  - If equipment and tools are shared
- Computer access:
  - Your password
  - Permitted use of other’s terminals
  - Which software and hardware is available for your use
- General procedures:
  - Which forms you must complete
  - Which associations you should join
  - Upcoming social events, teams etc.
ON THE JOB STRATEGIES

Commitment & Loyalty

As an employee, you owe the company...

- A good day’s work.
- A good effort.
- Loyalty, do not discuss confidential matters with inappropriate people.
- Fair representation of the company to customers and business associations.
- Your time – punctuality, attendance, overtime when necessary.

Appearance

- Always dress in a business-like manner suitable for working in a lab.
- When in doubt, observe the clothing worn by your manager or co-workers.
- Dress appropriately for the day’s tasks; if doing physical work, more informal clothing may be appropriate. If attending meetings or expecting a tour by a company executive, wear a business suit.
- Clothing must always be clean, neat and ironed.
- If you commute to work by bike or foot, change into work clothes as soon as you reach your office.
- Good grooming (personal hygiene and neatness) are important in any type of work.

Work Ethics

- Do not take supplies for personal use.
- Do not make long-distance phone calls from the office or receive personal calls during work hours.
- Do not divulge personal or confidential information.
- Do not read papers on someone else's desk.

Time

- Be punctual. Arrive five or ten minutes early so you are already to work at your stating time.
- Do not leave early, except for a legitimate reason (doctor’s appointment, etc.). Be sure your manager is aware of and has approved this time.
- If staying an extra few minutes can finish a task, stay and complete it.
- Do not "steal" time by making or receiving personal phone calls or having lengthy personal conversations with co-workers.
- Do not take extra time for coffee breaks or lunch unless you have permission.
- Sick time is intended for legitimate illnesses only; do not take “mental health days” or consider sick time as an excuse for an extra holiday.
In Case of absence or lateness

- On your first day, ask your supervisor to explain the office’s reporting procedure; note the name and phone numbers of your manager and his/her secretary.
- If you are going to be late, call your supervisor and explain.
- If you are going to be absent, call your supervisor within the first fifteen minutes of the workday. Advise your supervisor of any important deadlines or responsibilities; reschedule meetings; advise co-workers of your absence if working on a group project.

Following Company Policy

- While on your work term, you are considered to be a regular company employee.
- On your first day ask your supervisor for the company’s regulations on: working hours, overtime, reporting procedures, breaks, health & safety.

Getting Along with People

- As a new and temporary employee, you must learn to fit into the office environment.
- Treat all people with dignity and respect, regardless of their position titles.
- Your ability to get along with others if often considered by the employer to be even more important than the quality of your work.

Communication Skills

Listening
- Actively listen when someone is speaking to you and give them your full attention.
- Paraphrase the instructions and repeat them back to the speaker.
- If you are not going to work on the project at that time, write down the instructions for later.

Speaking
- When explaining something to a listener, have your ideas organized in a logical manner. Write them down beforehand if necessary.
- After explaining yourself, ask for feedback. “Have I given you enough detail?” “Is there anything else you need to know?” etc.

Receiving Feedback

- Remember, you are on your work term to gain experience related to your field of study. Your supervisor has a responsibility not only to praise what you do well, but also to offer constructive criticism. Listen to your supervisor without interrupting him or her.
- Think of criticism as a tool for learning. We all learn from our mistakes, and should welcome this feedback as an effective way to target areas for improvement.
- If you have questions or concerns about the feedback, ask them in a constructive manner – instead of using blameful “You...” messages, phrase your remarks into “I...” messages.
Speaking Assertively

- If the speaker is angry or agitated, remain calm, listen to what they have to say and use your “I” messages to determine what exactly the problem is.

Speaker: “You messed up the entire project! Now we’ll never finish on time!”
Student: “I’m unclear about the mistakes I made. Could you please tell me specifically what I did wrong so I may correct them?”

- In this way, you are not only showing responsibility towards correcting your mistakes, but you are demonstrating maturity and effective communication skills by speaking assertively, instead of aggressively.

Working with Others

_supervisors_

- Respect your supervisor’s authority; he/she has the responsibility to assign you work.
- Keep your supervisor informed of your progress and any problems you are having.
- Bring problems you have with your supervisor to his/her attention before discussing them with others.

_co-workers_

- Be friendly and pleasant with your co-workers (you never know when you may need their assistance).
- Make sure your part of the work is done correctly and on time.
- Avoid complaining about your work and the people with whom you work.
- Keep in mind some employees may feel threatened by your presence. Share ideas.

_customers_

- Customers are important to business – without them you wouldn’t have a job.
- Remember that you are a representative of the company.
- Always project a professional image when dealing with customers.
- Never criticize your employer to a customer.

Dealing with Difficult People

- Personality conflicts may exist in the workplace. It is inevitable that we will have to work with people we may not like.
- Everyone is there to do a job. If you make friends with your co-workers, it can make your job much more enjoyable.
- If you are working with someone you don’t like, try to set aside your differences and concentrate on your shared interests – the company, your jobs, the projects your are working on.
• Never allow yourself to be drawn into an argument or discussion about personal matters – religion, politics, etc. If pressed for an opinion, calmly say “I don't want to discuss personal matters at the office, and return to work.
• Harassment, sexual or otherwise, is not tolerated in any work environment. If you have a problem in this area, try first to resolve the problem with the harasser by asking that the behavior stop. If that is ineffective, speak to your supervisor, union representative or person appointed by the workplace, call your co-op coordinator.

Meeting Work Standards

• Keep your work area organized. Employers tend to feel the appearance of your workstation is a good indication of your efficiency as a worker.
• The key to working efficiently is to establish routines and stick with them.
• Make a “To Do” list for the day/week/month/work term. Write down deadlines for completion of each task.

Care of Equipment and Materials

• You may be required to use equipment such as computers or lab materials. Make sure you treat it as though it were your own.
• Please practice proper computer ethics. Only access information that is relevant to the job.

Showing Initiative

• Initiative, the readiness and ability to be the one to start a course of action, and enthusiasm are qualities all employers look for in their employees.
• You can show initiative by day-to-day accomplishments such as solving problems that come up in your work, suggesting changes to make the system work better, or helping a co-worker once your work is finished.

Summary

The employers you are working for now may be the same ones who will be hiring you when you graduate. Look at your work term not only as a vehicle to gain career related work experience, but also to refine your job search and on-the-job skills.
GUIDELINES FOR WRITING YOUR WORKTERM REPORT

Introduction

The completion of a Work Term Report is an important part of the Co-op Education goal to prepare students for future careers. The ability to communicate effectively in writing is essential to the professional scientist. The collection, organization, and presentation of information in a clear, logical, and concise form is a skill, which develops only through practice. Four or more Work Term Reports will provide valuable experience and feedback in professional report writing.

When possible, the report is to be useful to the employer and remain as a permanent example of your work. The student should discuss the Work Term Report with the job supervisor early in the work term to gain assistance in determining an appropriate topic (see Selecting the Subject). The report is a source of information for the university as well. Future co-op students can select potential employers and faculty can better acquaint themselves with a company before making a site visit.

Requirements and Procedures

Completion:

Satisfactory Completion of a Work Term Report for each work term is an academic requirement for graduation with the Co-op designation. The evaluation of Work Term Reports is subject to the usual regulations regarding satisfactory demonstration of ability, submission of grades, and processing of appeals.

Work Term Reports may sometimes contain classified information that the employer is unwilling to release. If so, the employer will then be asked to assess the report and advise the department as to its acceptability, or to release an edited version of the report.

Submission Deadlines:

Work Term Reports are required on the completion of every work term. It is important to start on the Report by the end of the first month of the work term. Progress will be discussed during the site visit. Two copies should be submitted by the following dates:

15 September for summer work terms.
15 January for fall work terms.
15 May for spring work terms.

Students who are completing their final work term immediately before graduating and who wish to have the term recorded on their transcripts, are required to submit their reports to the department by May 1st for graduation at the Spring Convocation, or by September 1st for graduation in the Fall.

Evaluation Procedures:

Reports will be evaluated by members of the Department or other professionals. In the case of an Employer's Format, the work supervisor will often be the marker. For other formats the student should talk to the coordinator to determine a suitable marker as soon as possible upon returning to campus. A Work Term Report containing classified information will be graded by the employer.

Reports will receive a grade of Outstanding, Satisfactory, or Unsatisfactory. Unsatisfactory reports will be returned to the student and must be redone within 2 weeks to receive a grade of Satisfactory before the work term will be recognized as complete.
The Report Format

The report should be between 2,000 and 3,000 words. It should be typewritten, double spaced on 8 1/2 x 11 paper, with margins not less than one inch.

The preparation and typing of the report will normally be on your on time unless your employer suggests that you use a typewriter, secretarial services, etc., at the job site.

The range of jobs carried out by Biochemistry/Microbiology students is extensive, so reports will vary considerably. There are four basic formats:

- Research Report
- Procedural Report
- Professional Report
- Employer's Report

**Research Report:**

This format is used when the co-op student is reporting on a research project, and should conform with accepted journal style. Journal articles are the most important means of communication among scientists, and it is essential that they be written in standard scientific format. Detailed information on the scientific format is given in "How to Write and Publish a Scientific Paper" by Robert A. Day, Onyx Press, 3rd Edition, 1988. A reference copy is available in the Co-op Office. Also refer to standard publications such as the "Journal of Bacteriology" or the "Journal of Molecular Biology" for specific examples of research reports.

The Research Reports includes:

- Title Page
- Table of Contents
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusions
- References
- Appendices (Optional)

**Procedural Report:**

This format is used when the co-op student is reporting on routine work carried out in a testing or manufacturing laboratory, where no original experimental research is being performed. It is similar to the research report in style and format, but will report on routine procedures and discuss the significance, applications or consequences of the results obtained.

- Title Page
- Table of Contents
- Abstract
- Introduction
- Standard Procedures
- Results and Discussion
Conclusions

References

Appendices (Optional)

Professional Report

This is a combination of the strict scientific format and formal essay style. It is a format useful in consulting work, government, and industry. Co-op students may adopt this style if their work involves for example, a literature review, or a comparative analysis of methodologies or published data. Such a report communicates background information, differing views, evidence, conclusions, and recommendations.

The Professional Report includes:

- Title Page
- Table of Contents
- Abstract
- Introduction
- Discussion
- Conclusions
- References
- Appendices (Optional)

Employer's Report

If an employer requires a format substantially different from the above styles (for example, a procedural manual) the student should consult with the Co-coordinator immediately. With modifications, the report will likely be accepted as Work Term Report.

The Report Content

**Title Page:** The title page should conform to the sample given in Appendix A. Choose your title carefully; use the fewest possible words that adequately describe the contents of the paper. In preparing the title for a paper, authors should remember one salient fact: the title may be read by thousands of people. Few people, if any, will read the entire paper.

**Table of Contents:** This is a list, which sets forth the major divisions and subdivisions, with their titles and page numbers. The Table of Contents itself is not listed.

**Abstract:** The abstract is very important part of your report. Although located at the beginning, it is written after the report is completed, and must convey to the reader all the essential information of the report. (It should be able to stand alone - abstracts are removed from the original publication and reprinted in secondary publications, e.g., Biological Abstracts. Like the title, abstracts are read by many more people than are the subsequent sections of the paper.

The abstract should not exceed 250 words. It should occupy the page alone, and consist of a single paragraph. Use the past tense. It should include:
• A statement of the objectives and scope of the report;
• A summary of the methods used (Research and Procedural Reports only);
• A brief statement of the main results. For Research and Procedural Reports the results will be based on experimental data. In a Professional Report, they may include literature surveyed, etc.;
• The main conclusions, which may include recommendations.

Do not include any information or conclusion that is not stated in the report, and do not cite references to the literature.

**Introduction:** The introduction is important because it presents the background, the rationale, approach, and main objectives of the study. It should provide the reader with a sense of where this work fits into the larger picture.

It should present first the nature and scope of the investigation, review the pertinent literature to orient the reader, and state the method of investigation, the principal results, and conclusions. It should be written in present tense.

**Materials and Methods** (Research and Procedural Reports only): The details of the experimental procedure and apparatus are described in this section of the report. The following notes pertain:

- Describe the procedures in sequence including all information needed to understand the data and the discussion. It should provide enough detail that a competent worker can repeat the experiments. Do not include results in this section.
- For procedures followed from a manual, a journal or any other publication, name the procedure, reference it properly, and note only the modifications.
- Use the past tense.
- Chemicals should be given their generic name followed, in parenthesis, by trade name, if applicable, e.g., sodium pentobarbital (Nembutal).

**Results** (Research and Procedural Reports only): The results form the basis for your analysis and conclusions. They should be well organized and clearly presented. Use the past tense. Descriptive or qualitative results should be logically organized into a series of subheadings and observations. Numerical data are generally presented in tables or graphs. Care should be taken to make them appear as professional as possible. Be sure that all measurements have the units stated and are in metric.

Each Figure or Table must have a caption, which fully explains the information. Tables are numbered separately from Figures, i.e., there may be a Table 1 and 2 and a Figure 1 and 2. Any Figure or Table included in the report must be cited in the text of the paper. For example: "The frequency of Tn10 insertions into nifA is shown in Table 3; their distribution is non-random (Figure 3), with a majority..."

**Discussion:** The discussion forms the main body of your report. Information should be well organized, clearly presented, and then analyzed with rigid objectivity. Do not omit information, which conflicts with your hypothesis or expectations; discuss it and suggest alternate explanations. In a Research Report the discussion serves to explain experimental results. Whenever possible, include references to relevant literature. The use of subheadings may be useful to separate different sections.

**Conclusions:** This section is a brief statement of the major conclusions supported by the discussion. It should, where possible, end with a series of well thought out Recommendations. We want you to be analytical, and contribute your own thoughts about the study, i.e., identification of errors, means of improving the project, what should come next, etc. Remember that the conclusions and recommendations must relate to the objective as outlined in the Introduction. If brief, this section may be included at the end of the Discussion (then titled **Discussion and Conclusion**).

**References:** References cited in the text should follow the format of a recognized journal (for example, the Journal of Bacteriology). If there are more than two authors, the first author's name is given followed by "et al." which is either underlined or in italics, as in Latin. The following example illustrates one method of referencing which may be used.

"A selective medium for tetracycline-sensitive cells was developed by Bochner et al. (1980) and modified by Maloy and Numm (1981)."
References cited in the References Section listed alphabetically by author, must include only those authors cited in your report. Include every reference cited. Show the reference by author, year, title, journal (if periodical), publisher (if book) and relevant pages.

Example of a book:


Example of a periodical:


When citing a journal the standard abbreviation may be used, e.g., J. Bacteriol. Note that although "et al." is used when citing more than 2 authors in the text, all authors must be listed in the References section. Appendices: The appendices are used to provide the reader with additional supporting information that elaborates on the main text, but is not essential to the principal theme of the report. For example, calculations, details of a method used, photographic illustrations, tables and other data that supplement the report should be placed in an Appendix.

Identify the appendices by numbers or letters, assigning one Appendix to each group of common data. Any information appearing in an Appendix must be so referenced in the main test. The reader will not normally read an Appendix unless directed.

Developing the Work Term Report

The sequential steps are essentially these:

- Start early
- Select the subject
- Prepare an outline
- Write
- Revise
- Criticize
- Consult
- Revise if necessary
- Type and check final copy

Start early to avoid the last minute rush. Invariably a last minute effort shows in the report and often it results in an "Unsatisfactory" evaluation. Knowing the submission deadline and the various activities involved, and working backwards from the submission date, an appropriate "start" date can be selected. Develop this chart shortly after arriving on the job; it is easy to underestimate the time needed.

Selecting the subject can often present great difficulty. This is usually done in consultation with the employer. Most work terms involve either an assigned project or day-to-day involvement in the functions of an office, laboratory, field project, etc. If you have been assigned to a project, this should probably form the subject of the report. Otherwise, select an aspect of the job and treat it in detail. For example, a particular procedure could be compared with other possible methods, which could achieve similar or perhaps better results. You could demonstrate the relationship between a function you perform and the overall process in which your employer is engaged.

In every case, deal with a specific topic and be analytical. The report is not a survey of general impressions. The Co-op representative will expect a progress report during the work site visit.
Prepare a detailed outline of the main topics in an order that is logical for the reader. As you cull the material you have accumulated from personal observations, test results, or printed information, beware that some of it will serve merely as support and should appear in the Appendices, and that some will provide background for use in the Introduction.

Writing begins wherever you find it easiest to start. Wherever you start, it is important to allow yourself uninterrupted time - several hours - and a completely free style. At this point do not be concerned with the finer aspects of spelling, punctuation, or grammar. Just let the words flow.

Assume that the reader is a biochemist or microbiologist but has no detailed knowledge of the subject matter in the report. While writing, constantly keep the reader in mind.

Revising begins when you read the first draft, correcting spelling errors, improving the grammar and punctuation, qualifying your thoughts, substituting a better word, and perhaps rewriting a significant part of the report. This is a common activity even with the best of writers. Most reports need a considerable amount of "polishing" before they are ready to be submitted.

Criticism by another person is a real test of the ability to communicate effectively. Have a friend read your report and tell you what it says or does not say. Normally your supervisor would also read the report.

Revise your work again if necessary.

Check the report against the evaluation form in Appendix B to be certain that everything is complete. The final version of the report bears greatly on its credibility - no one wants to accept recommendations or information from someone who cannot spell or construct a grammatical sentence, or who presents a report embellished with the morning's jelly and toast crumbs.

The original copy of the report will be retained in the Department and a copy will be sent to the employer on request.

Style and Presentation Suggestions

Be concise. Find the best possible words to say what you mean. Omit unnecessary words. Use short, common words rather than long or unusual ones. Eliminate padding as you revise your work. Avoid trivialities, which could cloud the main points of your argument, but include every essential detail.

Be organized. Have all the necessary information gathered before you begin. Present it in order, and arrange it in such a way that it will help the reader understand your point of view, follow your logic and facts, and reach a conclusion.

Be logical. Say what you are going to do. Do it. Support what you have done, and conclude.

Be consistent. Get right to the point and do not allow yourself or the reader to wander off in different directions. Your style, subject, and method of presentation as well as your use of tense, person, and format should be consistent. Use of the third person and passive voice is usually most appropriate.

Example of first person: "I ran a series of tests of the water temperature indicated..."

Example of third person: "A series of tests of the water temperature indicated..."

Be accurate and complete. Be certain you have verified your figures, information, and facts, that names are spelled correctly, and that your information is complete. Giving incomplete information is as serious as being inaccurate. Plagiarism is unethical and unacceptable. If you find it necessary to quote someone, you must so indicate, giving all the information on your source.

As a scientist, you will be expected to be concise and accurate in your statements, avoid use of vague references to quantity, be as specific as possible but avoid reporting to a ridiculous degree of accuracy.
**Be professional.** The report should be neat, typed with margins and adequate spacing on good quality bond. (No yellow typewriter paper, onionskin or notebooks.) It should be carefully set up, with supporting graphs, illustrations and footnotes where required.

Judicious use of illustrations, graphs and tables will help immensely in the description of items such as equipment, processes or plant layouts. Remember the old saying, "a picture is worth a thousand words". That doesn't mean, of course that you can reduce the content of your report by 1,000 words with the addition of one picture, but an illustration may sometimes provide greater accuracy or clarity than many words of explanation.

**Be readable.** Define terms, avoid jargon and technical slang.

**Be careful.** Check spelling and punctuation; they matter. Have a dictionary at hand. Have a friend read your final draft. The report will be graded "Unsatisfactory" and returned for revision if it contains plagiarism or substantial errors in spelling and grammar, or if its final version is not typed.
APPENDIX A

SAMPLE TITLE PAGE

University of Victoria

Department of Biochemistry/Microbiology

Transposon Mutagenesis of

Nitrogen Fixation Genes in

*Rhizobium Meliloti*

Performed at

Agricultural Research Station

Victoria, BC

by

P.P. Perfect

In partial fulfillment of the requirements of the

Biochemistry/Microbiology Co-op

Job Supervisor: Dr. A.B. Smith
Job Title: Laboratory Assistant

Co-op Work Assignment: A study of the presence of insertion elements in *Rhizobium* species, and their application for transposon mutagenesis

Term: Spring 2019
# WORK TERM REPORT EVALUATION

Please complete this evaluation form if the student’s work term report is confidential.

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## Literary Quality

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## Conclusion

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Comments:

Overall Grade:
Excellent    Good    Satisfactory    Poor    Unacceptable

**Please email completed form to bcmbcoop@uvic.ca**
GUIDELINES FOR ORAL PRESENTATIONS

Content

Include the following information:

- **Background** – Employing organization, locations, brief description of overall mandate/work performed by the organization.
- **Introduction** – Your specific project – goals and rationale. If you did several projects, indicate this but limit yourself to describing only the main one in detail below.
- **Description of methods and results** – This should be the main body of your talk, approximately 8 minutes. Use visual aids to clarify. The exact content will vary with project (e.g. research or routine screening or non-lab project).
- **Conclusions, summary** – Further work needed.
- **Audience questions** – Leave 3-4 minutes for these. (You could try to anticipate what these might be and have supplemental data to present if requested).

Visual Aids

PowerPoint is used to present supporting material – a means whereby otherwise complex material may be presented quickly, easily and clearly.

- Make writing large enough for everyone to see.
- Do not include more detail than necessary.
- Could highlight major points.
- Do not block view with your body.
- Can be used as a “prompt”, but do not read exclusively from them, speak to your audience.
- Keep them organized and handle them efficiently and unobtrusively.
- Do not have on screen before or after you refer to them, as they then act as a distraction.

Overhead transparencies may be purchased at the Zap Centre in the SUB.

Preparation of Talk

- Prepare well in advance.
- This is a talk, prepare it verbally, i.e. talk it as well as write it.
- Use cue cards, i.e. numbered, separate index cards with key words or phrases, rather than a fully written text on paper, or use your overheads as cues.
- Practice frequently, out loud in several separate sessions well in advance rather than one huge session the night before.
- **Make sure the talk takes the correct amount of time.** Be sure to allow time for going through all the data on the visuals. The only way to do this is to do several complete trial runs, preferably in front of a friend. Students usually underestimate the time that is needed. If your practice shows your talk is too long, omit selected material rather than talking twice as fast.
- Get feedback from your friend, or use a tape recorder and listen to yourself.
- The more practiced you are, the more confident will be your delivery.
Delivery

- Speak to the audience, look at them.
- Do not read your talk from your notes.
- Do not speak to the screen.
- Do not speak too quickly; speak clearly and pause frequently.
- Speak in a pleasant, conversational manner, if possible.
- Put yourself inside the audience’s head and tell them what you’d like them to know.
- Nerves are normal but try not to show them.

Help

See “Effective Speaking” reference in my office. Especially Chapter 4 (Visual Aids); Chapter 5 (Rehearsing); Chapter 6 (Speaking Voice); and Chapter 9 (Controlling Nervousness).
Please rate the oral report based on the following areas.

5 = excellent, 4 = very good, 3 = acceptable, 2 = fair, 1 = poor

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<td>Results (appropriate details and discussion)</td>
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Overall Rating:

Excellent  Very Good  Acceptable  Fair  Poor

Comments:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

**Please email completed form to rpoulson@uvic.ca**
RESUME UPDATE GUIDELINES

It is important that you update your résumé after each work term to document the new skills and knowledge acquired. Employers use previous work experience as a major criterion for short listing applicants for interview, so a strong résumé highlighting your relevant skills is critical for securing your next work term placement.

Personal Information

Update your address, phone number(s), and UVic email address.

Career (or Co-op) Objectives

Reassess in light of increased knowledge of your own interests and of possible career paths; broaden if you have been too focused, or narrow if you wish to be more specific. However, ensure that you do not eliminate yourself from consideration from any area in which you remain interested in exploring.

Education

Update dates, major, current GPA, cumulative GPA, present year of study, and upcoming work term number.

Co-op Work Experience (NEW SECTION)

Always ensure that your most recent work term is on the first page of your résumé. This will most probably be the major determinant employers will use for interview shortlists. Therefore it must be prominent (on front page) and given full coverage.

If this is your second work term coming up, this will mean some rearranging of résumé components, i.e., moving Special Skills to page two and making a new heading for the bottom of page one. If this is your second or higher work term completed, again, put it first, in reverse chronological order, starting with your previous work terms, on page one.

Biochemistry/Microbiology Work Term #1 (or #2, 3, etc. as appropriate)
Date, Employing Organization, City, Province
Job Title:

Components of this section should include:

- One sentence overview of laboratory mandate and/or project goals.
- A summary of duties and techniques used.
- Other learning achieved (e.g., experimental design and interpretation, literature searching, computer skills, technical writing, public speaking).
- Achievements (e.g., new protocols developed, discoveries made, publications).
- Possibly finish off with a sentence indicating how this experience furthered your professional and/or personal development.

Remember, the most recent work term is probably the major determinant of whether you will be selected for interview, so give it full coverage - at least 8 lines. Use point form or bullets where appropriate for clarity and brevity.
Other Special Skills and Laboratory Techniques

Once you have completed your first work term, you will already have some techniques listed under your work term description. Therefore, the “Special Skills and Laboratory Techniques” section should be renamed “Other Special Skills and Laboratory Techniques”. After each work term, revise this section to exclude techniques already described under a work term, and add new skills learned but not described elsewhere. These may have been learned at work, or on campus in lab courses (remember to preview all the labs you will be taking this term and include these techniques since you will have them before starting your next work term). Remember also to include new computer skills learned.

For clarity, use bullets, and group related techniques together, e.g.,

- (microbiology skills)
- (biochemistry skills)
- (other lab skills)
- (computer skills)
- (other skills)

General Work Experience

Once you have acquired co-op, or other discipline-related work experience, all non-co-op (or non-science) work should now go under the new heading above. You may need to condense, or omit some of the oldest or less important, as more space will have been used in writing your work term information. If you previously had a section labeled “Summary of Other Work Experience”, omit this heading and roll this information into the single heading above.

Scholarships and Awards (MOVED FROM FIRST PAGE)

Add new ones, e.g., NSERC award.

Activities and Interests

It is important to retain this section; if space is short, condense and/or reorganize it.

References

If you are asked (or will be asking) your recent work term supervisor if s/he would be willing to act as a referee, put down the information here (in a single line per referee):

Name, Organization, City, Phone number and Email Address.

Some Final Points

1. Your résumé must not exceed 2 pages. In deciding what to omit or condense, use as the criterion ‘does my next employer need to know this information?’
2. The current date should be put at the end (use smaller font and put as a footer if possible).
3. Check that both pages are numbered and that your name is also displayed (inconspicuously) on page 2, in case the pages get separated.
4. No one except yourself is responsible for ensuring a letter-perfect document.
This job summary will be used to provide other co-op students with first-hand information about this position. It will also serve as an additional reference for interview preparation. Please complete the entire form.

Name (optional): 
Position Title: 
Employer: 
Supervisor Name: 
Academic Year (completed): 
Work Term Number: 
Work Term Dates: (mm/yy) to (mm/yy)

Please answer the following questions:

1. Provide a brief summary of your position and your responsibilities.

2. How would you describe the type of work environment in which you were placed? Please include comments about the city or town you lived in, the scale of the operation, any larger organization you may have been working for, and/or the specific office, lab or plant you worked within.
3. Describe the specific duties you performed, including the skills and competencies that are required to perform these duties.

4. What have you gained through your work experience? Please include new skills, competencies, techniques and concepts you acquired.

Please offer advice to future Co-op students regarding the following:

**Interview preparation:**
Who interviewed you? What type of interview was it (in-person, skype, etc.)? What type of questions were asked? What is the best way to prepare?

**Your position:**
What are the skills needed? Who did you ask when you had a question? How did you handle any problems?
Travel and Accommodation:
Where is a good place to live? How did you get there? How did you get from home to work (is transit available, walking distance, etc.)? What do you recommend doing or seeing in your free time or for fun?

Other comments/suggestions:

Please provide your email address if you would like future co-op students to contact you for further job-related information (optional):

Please email completed form to **rpoulson@uvic.ca**

The Co-operative Education Program at the University of Victoria complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on forms is used in the normal course of the Co-operative Education Program operations in accordance with this legislation.
IF YOU THINK YOU ARE BEING DISCRIMINATED AGAINST OR HARASSED:

**What is it?**

The University of Victoria has a policy that prohibits discrimination and harassment, including sexual harassment.

*Harassment is:*

- **Abusive** - treatment that includes threats, intimidation, abuse of power, or misuse of authority.

- **Unfair** - treatment that is discriminating because of such factors as race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexual orientation, or conviction for a criminal charge.

- **Demeaning** - sexual harassment, unwanted verbal or physical conduct of a sexual nature.

**Can it happen to you?**

Yes, discrimination and harassment can happen to any person regardless of age, occupation, physical appearance or marital status. It can happen between peers or between people of different status. Harassment also can result in a hostile or intimidating environment for students or employees.

**What can be done?**

- **Say No**
  
  Tell the person involved the behaviour is unwanted and you want it to stop and contact your co-op coordinator immediately (250-721-8816 or bcmbcoop@uvic.ca)

- **Don’t Delay**

  Pay attention to cues and comments indicating discrimination and harassment. If a person’s behaviour makes you feel uncomfortable, say so. Ignoring the behaviour may not make it stop.

- **Keep a Record**

  Should the discrimination or harassment continue, keep a record of dates, times, locations, witnesses, statements and behaviours. Also note how you felt.

- **Seek Advice**

  The University’s Equity and Human Rights provides an Office for the Prevention of Discrimination and Harassment. It is located in Sedgewick Building, C115, phone 250-721-7007 or 250-721-8488 or 250-721-8021 or email: eqhr@uvic.ca

DON’T REMAIN SILENT, HELP IS AVAILABLE