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CO-OPERATIVE EDUCATION | HEALTH INFORMATION SCIENCE
WORK TERM REPORT GUIDELINES

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

SECTION 1 - 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. 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.

3. 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 will be due in late August – you will receive an email with the exact due date)
   - 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 will be due in later April – you will receive an email with the exact due date)

4. Your work term will be marked with a grade of "Complete" or "Incomplete." Incomplete reports need to be redone within two weeks and awarded a "Complete" status.

SECTION 2: 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. Reports should be submitted electronically, in Word of PDF format.

PROFESSIONAL REPORT:

This style is 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)

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

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, training manual or other deliverables.

SECTION 3 – WHAT TO INCLUDE

Each report will be unique to your position – reports may not require all the components listed below.

☐ TITLE PAGE

☐ SUMMARY OR ABSTRACT – write this after your complete your report. The abstract should be less than one page and should include a statement of objectives, a brief statement of the main results and the main conclusions or recommendations.

☐ TABLE OF CONTENTS – A list that identifies all the major sections with their titles and page numbers.

☐ LIST OF TABLES – Include all tables with their individual numbers, titles and page numbers. Use the same format as the table of contents.

☐ LIST OF FIGURES – Include all figures with their individual numbers, titles and page numbers. Figures can be a critical part of your report, particularly if they are useful to explain your work.

☐ INTRODUCTION – Introduce your workplace, and how your term fits into it. Start off with the bigger picture (the organization), and then work down to your specific unit and finally your role within your unit.

☐ ROLE WITHIN THE ORGANIZATION – Describe what you did during the work term. Include all details about different projects you undertook.

☐ DISCUSSION – What did you learn from the work term?

☐ CONCLUSION – A brief statement of the major conclusions of your report. It should end with a series of recommendations.

☐ REFERENCES – In-text reference – Remember to cite ALL MATERIALS you used to create the report, including organizational websites.

☐ APPENDICES – This may be a major section of the report, if you produced some significant deliverables for the employer.