

Anthropology Co-op Report Guidelines

The ability to effectively gather information, and to analyze and present it in an interesting, informative, and comprehensive manner, is essential for anthropology students. The co-op report allows you to practice these skills but also enables you to reflect on your learning from the co-op term and to see how anthropological concepts are applied in the professional world.

Work Term Report Tips

Your report should be:

- approximately 2,000 words (unless otherwise noted) and must include a title page
- concise
- organized
- logical
- consistent
- accurate and complete
- professional
- readable

Section I - Description of Work Term

Section I of your report provides the functional details of your co-op term. This information may be shared with other students to inform them about this work place and the position. If this is your second term with this employer you may cut and paste information from your previous report.

Please include the following information in a separate *Title Page* or as in introduction to Section I – Description of Work Term. In the subsequent sections please include the section heading and subheading, ie: 'Section II Reflection and Analysis. 1. Learning Objectives.'

Name	Work Term No	Work Term Dates
Company or Organization Name	Division/Branch/Department	
Job / Position Title	Supervisor(s)	
Work Term Location	Previous Co-op Positions	

1. **Provide a summary of this work term** in a way that will inform your faculty marker and fellow co-op students about the organization and the job. Provide

a description of the company and its mandate, describe your role within that context and outline your primary duties and responsibilities.

Section II – Reflection and Analysis

Sections II, III & IV are your personal reflections and will not be shared with other students. In the following sections reflect on your experience and what it has meant to you and your personal development.

1. **Learning Objectives:** What did you want to learn or experience at this work place? What did you hope to take away from this experience?
2. **Relevancy of Prior Learning:** How has the study of anthropology and the specific academic skills acquired prepared you for this work? Were any specific courses particularly helpful either for the skills learned or the knowledge background?
3. **Successes & Challenges:** What were your most positive experiences on your work term? What did you do particularly well? What was most challenging and how did you deal with those challenges? What would you like to work on or improve?
4. **Learning:** What did you do that was totally new for you? What do you feel more confident doing now than when you started the work term? Were you successful in meeting your learning goals (provide examples to illustrate)?

Section III - Recommendations and Conclusions

1. **Organizational:** What are the organization's strengths and weaknesses? Is there anything about the organization or procedures of your work term setting that could be changed in order to make it more successful in its objectives or rewarding to its employees?
2. **Personal:** How has this experience influenced your career or education goals? Have you changed any of your beliefs, opinions and truths? What are your next steps either academically, personally or for your next co-op experience?
3. **Anthropological:** What larger, anthropological questions arise out of the work or the subject matter of the work? What have you found curious, odd or interesting?

Section IV – Feedback

1. What are your expectations of the evaluator of this report? Is there any particular message that you want the evaluator to know? Is there any particular aspect on which you would like to have feedback?

Additional Notes:

FORMAT AND STYLE

Please follow one of the standard guides for research papers such as the Guide for Writing Research Papers, American Psychological Association or the American Sociological Association.

Your report should be well written, employ good grammar and syntax, and be professional in format and tone. An excellent report will go beyond a simple summary and will make connections to a larger context both for you personally and to anthropology.

GRADING

The faculty marker will grade your report: *Excellent, Very Good, Good, Satisfactory, Weak* or *Unsatisfactory*.

A **Weak** or **Unsatisfactory** report will be returned for revisions. Poor grammar, spelling mistakes, incorrect punctuation, point form, missing sections, and general sloppiness will result in a Weak grade.

SUBMISSION DEADLINES:

This report is due the first day of classes in the term following the work term.

Are you Graduating after this Work Term?

If you are graduating in the term following your work term (i.e. work term Jan-April and graduating in June OR work term Mar-Aug and graduating in November) you need to submit your report by April 15th for graduation at June convocation or August 15th for November convocation.