



Sociology Co-op - Work Term Report Guidelines

The work term report involves a description of your work and workplace plus an exploration of some aspect of your experience from a sociological perspective. Your report should be written to the highest academic standards in terms of structure format and content. It should reference sources of information, including internet sources, following a consistent referencing style.

Use the principles of social research in writing your work term report and be descriptive but also analytical. First, set your context with a description of your employer and your position. Following your introduction, explore some issue or process from your experience using a sociological lens. A simple description of your duties is not acceptable. You should provide some analysis of your work context from a sociological perspective. See below for recent topics.

In some cases, you might be required to write a report for your employer as part of your work term activities. This is acceptable as a work term report if you add a summary to introduce the report to the UVic reader and report marker (the Faculty Rep for Sociology). In your introductory summary, establish the context for the document, explain why the report was produced and how the employer will use it. This type of report is called an Employer Report.

FORMAT & STYLE

Use the format outlined below unless you are doing an Employer Report. Please follow one of the standard guides for research papers such as the Guide for Writing Research Papers, American Psychological Association, or American Sociological Association.

Format

While quality is more important than quantity, your report should be about 3000 words, with all pages numbered, double spaced with 1 inch margins. Double sided printing is preferred. Your report should include:

- Title Page
- Executive Summary (Abstract): The abstract should appear by itself on a separate page and is typically no longer than a page. The abstract summarizes the main points in the paper and general conclusions.
- Table of Contents
- Introduction: This provides a context for the report and your analysis. To begin, describe your work place, the organization's mandate or goals, your role and how that relates to the mandate of the unit. The introduction should also introduce the topic or issue that you will explore further in the paper.
- Discussion: This section expands on one or more aspects of the work carried out during the work term that provoked your interest; outline and summarize those aspects using work-related information, your own observations and thoughts and relevant research literature or policy documentation.

- Conclusions: These relate to the objectives as stated in the Introduction, and may include recommendations such as the need for further research or suggestions for alternative methods or theories.
- Appendices (if applicable): These may include maps, pamphlets, supplementary illustrations, graphs or tables that provide additional supportive information. Any information appearing in an Appendix must be referred to in the main text of the report.
- References (if applicable): Include all material cited in the report including internet sources, list alphabetically by author. The following example illustrates a method of referencing that may be used:

Bacq, Z.M. and Alexander, V., 1961. *Fundamentals of Radio-Biology*. 2nd ed. Pergamon Press, New York, p. 300.

Coulter, Angela. 2002. "After Bristol: Putting Patients at the Centre." *British Medical Journal*, 324:648-651.

Style

- Write your report to inform the reader. Be descriptive but clear and concise. Who is your audience? What do they know of your topic? What do they need to know to get a picture of your work?
- Use a professional tone and style and avoid jargon. Acronyms are acceptable but in the first usage write out the full description with the acronym in brackets, eg: Ministry of Energy Mines & Petroleum Resources (MEMPR).
- Avoid vague generalities and assertions. Use specific examples or data to backup your statements.

Recent Examples of Sociology Co-op Report Topics

- Understanding Cultural Differences (Whale Watching Tours Customer Service)
- Exploration of the Objectification of Public Figures (Tour Guide BC Legislature)
- The Challenges of Quantitative research (Survey Analyst, BC Pensions Corp)
- A Statistical Analysis of student admission conversion rates –(Recruiter, UVic Admissions & Recruitment)
- Social Justice and Inclusivity in a Financial Services context (Engagement Assistant, Coast Capital Credit Union)
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SUBMISSION DEADLINES

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

Early Submission for Convocation – April 15th & August 15th

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.