

## CO-OP WORK TERM REPORT GUIDELINES: HEALTH INFORMATION SCIENCE / NURSING INFORMATICS

- Submission Deadline:**
- **Summer Term:** Sept 15<sup>th</sup> - if your work term ended in August
  - **Fall Term:** Jan 15<sup>th</sup> - if your work term ended in December
  - **Spring Term:** May 15<sup>th</sup> - if your work term ended in April

\*\*\*If you are about to graduate you will receive an earlier submission deadline\*\*\*

**Grade:** Your work term will be marked with a grade of “Complete” or “Incomplete.”

**Report Dropbox Submission:** Please be sure to submit your report via the [Co-op MS Teams Dropbox](#)

<https://forms.office.com/r/iRvXZ2r8ge>

## REPORT SECTIONS

Each report will be unique to your position – reports may not require all the components listed below and should approximately 2,000 words in length.

- ☐ **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 AND FIGURES** – Include all tables and figures with their individual numbers, titles and page numbers. Use the same format as the table of contents.
- ☐ **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 your role.
- ☐ **ROLE WITHIN THE ORGANIZATION** – Describe what your role and responsibilities were during the work term. Include details about different projects you undertook and what tools you used.
- ☐ **DISCUSSION / REFLECTION** – What did you learn from the work term including competencies? What were your goals and did you achieve them? How did the HINF coursework impact your work term? How will this Co-op influence your career moving forward?
- ☐ **CONCLUSION** – A brief statement of the major conclusions of your report. What advice would you give to someone else embarking on a similar project or starting a similar role? Are there any courses or specialization areas that you will pursue because of this experience?
- ☐ **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 (please be sure you have employer permission to include within your report).

## Health Information Science Work Term Report Alternative Assignment

**Assignment Overview:** For this assignment, you will create a promotional package that showcases your current co-op experience. This project will allow you to reflect on your work term, highlight your contributions, and creatively present your journey and learning experiences.

This package will be shared with future students who are considering applying for a similar co-op work term. The goal is to give them a fuller understanding of what the co-op experience might entail beyond what is typically found in job descriptions. **Therefore, please keep privacy and confidentiality in mind while preparing your materials.**

The final deliverables for this project are:

1. **A Digital Poster:** A visually appealing digital poster (in PDF format) that captures the essence of your co-op experience. This poster should be informative, engaging, and showcase key aspects of your role and the organization.
2. **A 500-Word Write-Up:** A reflective write-up (in PDF format) that provides an in-depth narrative of your co-op term. The write-up should be structured to highlight the following aspects:
  - **Team Dynamics:** Describe the team you worked with, their roles, and how you collaborated with them during your co-op term. Focus on the interactions and the dynamics that helped you succeed in your role.
  - **Exposure and Learning:** Explain the exposure you had to the Health Information Science field. Highlight any specific tools, technologies, or concepts you encountered and how they contributed to your learning.
  - **Key Competencies Gained:** Discuss the competencies you developed during the term (e.g., technical skills, communication skills, project management, etc.). How have these skills prepared you for your future career in Health Information Science?
  - **Highlights and Enjoyable Aspects:** Reflect on what you enjoyed most about your co-op term. This could include specific projects, learning experiences, or team collaborations that you found particularly valuable or enjoyable.

**Important Note on Privacy and Confidentiality:** This assignment will be shared with future students who are considering applying for similar co-op opportunities. As such, **please ensure that your content does not disclose any sensitive or confidential information about your work, the organization, or its clients.** For example:

- Do **not** include proprietary information, internal data, or anything that could compromise the confidentiality of your work or the organization.
- Feel free to describe your responsibilities, learning experiences, and skills gained, but avoid mentioning specific sensitive projects or internal company strategies unless they are publicly available or anonymized.
- You may use generalized descriptions (e.g., "worked on data analysis for healthcare projects" or "collaborated with the IT department on patient records management") but

**do not** include any names or specific details that could be linked to particular projects or individuals.

### **Assignment Objectives:**

- Reflect on and communicate your co-op experience in Health Information Science.
- Develop and demonstrate your creative, communication, and design skills.
- Present your learning and growth in a professional, engaging way, while respecting privacy and confidentiality guidelines.

### **Instructions:**

#### **1. Digital Poster:**

- The poster should visually summarize your co-op experience and include the following elements:
  - **Company/Organization Name and Logo:** Include the name of the company or organization where you worked.
  - **Your Role:** Clearly display your position and department.
  - **Key Responsibilities:** Include a brief list or bullet points highlighting the key tasks you worked on.
  - **Team and Collaboration:** Feature the team or department you worked with, including their roles or any key projects you collaborated on.
  - **Skills & Tools:** Showcase the skills, software, or tools you used during the term.
  - **Highlights:** Add any memorable experiences or highlights, such as successful project completions or professional development moments.
- The poster should be designed to grab attention while remaining professional. Use appropriate colors, fonts, and images that align with the work environment and Health Information Science field.

#### **2. 500-Word Write-Up:**

- Begin with a brief introduction to your co-op term (e.g., where you worked, your role, and the time frame of your co-op).
- Structure your write-up to cover the following:
  1. **Team Dynamics:** Discuss the people you worked with and your collaborative efforts.
  2. **Exposure to Health Information Science:** Describe how your co-op exposed you to various tools, technologies, and practices in the field.
  3. **Key Competencies Gained:** Identify specific skills and competencies you developed and provide examples of how they were applied in your work.

4. **Highlights and Enjoyable Moments:** Share your most enjoyable aspects of the co-op experience and how they enhanced your professional development.

- Use clear and concise language, and ensure that your reflections are meaningful and insightful.

**Submission Details:**

- Submit both the digital poster and the 500-word write-up in **PDF format**.
- Include your name, date, UVic V-number, and the name of the organization at the top of your write-up.