

HEALTH INFORMATION SCIENCE – CO-OP WORK TERM REPORT GUIDELINES

1. **Topic:** Choose a topic after talking with your Co-op employer and/or Co-op coordinator. 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.
2. **Submission Deadline:**
 - Sept 15 if your work term ended in August
 - Jan 15 if your work term ended in December
 - May 15 if your work term ended in April

If you are about to graduate you will receive an earlier submission deadline
3. **Report Submission:** Please be sure to submit your report via the [Co-op Support BrightSpace Dropbox](#).
4. **Grade:** 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.

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).