I. Learning Objectives for the Work Term Written Report

The work term report is an integral part of your co-op learning experience. Its purpose is to help you:

- Deepen your discipline-specific knowledge in relation to your work term experience
- Improve your academic skills, especially critical analysis and effective written communication
- Enhance critical self-reflection and goal setting practices

II. Report Structure

Your report should be structured as follows:

**Cover Page:**

This must include an informative title, your work term company name and location, your name, your year of study, and whether it is your first or second work term.

**Table of Contents:**

On a separate sheet of paper, please list the sections of the report with the corresponding page number.

**Overview of the Work Term and Evaluation of Work Term Opportunity:**

*(150 – 250 words)*

This section should include the name of your employer and describe the nature of the work carried out at the organization. You should provide a summary of your roles and responsibilities. You should also give a brief assessment of the quality of this work term as a learning opportunity.

**Executive Summary:**

*(100 - 200 words)*

This section should summarize the nature of the work completed during your work term as well as the main product, results, or accomplishment of this work. The executive summary should also include a thesis statement that makes clear the focus and central argument of the academic report.
Academic Report:

All English work term reports must include an analytical and research-based consideration of a topic that emerges out of your work term experience. The nature of this report will depend on the type of work that you have undertaken during your placement. Typically, topics fall into two broad categories:

Category 1
This type of work term report draws on specific project undertaken as a part of your work term and that required critical thinking and research skills. You should construct a report that shows how your analysis and research related to this project improved the employer’s knowledge of a particular topic or resulted in a tangible change in the structure or focus of a workplace. Your report should be structured in essay form with a clear thesis statement, drawing on the evidence and research generated through your work on this project. This type of report is best suited to placements where employees are given responsibility for working on a particular problem, question, or issue from an analytical and research-based perspective.

Category 2
This type of work term report involves selecting an academic topic that emerges out of the focus of your work term. Your report should be structured in essay form with a clear thesis statement, drawing on evidence both from independent reading on your chosen topic and relevant analysis and observations gleaned from your work experience. This type of report is best suited to work terms where responsibilities do not include a specifically analytical or research-based component, but where the work term prompts the employee to explore broader questions related to the focus, mandate, or structure of the company, or a particular aspect of the work experience. You are responsible for developing a research topic for this type of report and your topic must be approved by the English program supervisor no later than halfway through the term.
Self-Reflection: (250 – 500 words)

A critical component of co-op education is the reciprocal enrichment that occurs as you apply your knowledge in a work setting.

In your self-reflection, you should consider the following:
- what challenges you encountered during the work term;
- how the work term led to personal growth (and in what areas);
- how the role affected your career trajectory and your view of your academic studies;
- what personal goals were achieved through your work term; and also,
- what new personal goals arose.

III. Grading and Assessment

Your report will be assessed on its overall content, argumentation, structure, presentation, and writing style. Comments and assessment will be provided by the Program Supervisor. It is expected that your work term report will be of high quality. You will be asked to rewrite your report if it does not meet the equivalent grade of a B grade.