1. Timeline

Before the first month of your work term ends, discuss possible topics with your Program Supervisor and submit a 250 word proposal. The format of the proposal is up to you, and you may use the first person if you wish. In your proposal, include a very brief description of your work term and duties, a statement of your proposed subject and your reasons for choosing it, and your thoughts on how you will integrate your academic experience with your work experience in the report.

Halfway through your work term, submit to your Program Supervisor a two-page outline of your report. You reveal in your outline that you have analyzed the relevant issues, done the major research for the report, developed some conclusions about your question, and figured out how your work experience relates to your academic experience. Your outline is the “bones” of your report. Include a preliminary annotated list of sources (see http://www.wisc.edu/writing/Handbook/AnnotatedBibliography.html for suggestions on annotating).

On or before the due date, submit your work term report via CSM. Instructions will be sent during the last month of your work term. If your work term does not correspond directly with the study semesters at UTSC, if you are on a work term when you send in a “request to graduate”, or if you have other issues about the Work Term Report process or timing to discuss, please speak to the Program Supervisor right away. Be sure to keep a copy of your work term report.

2. Purpose

- To help you to develop and sharpen your skills in research, analysis, argument and written presentation
- To allow you to integrate knowledge from your academic studies with your analysis of real-world issues

3. Content

Go beyond description to analysis.
You may not repeat research done as part of your work term, but you may reflect on that research in the course of your analysis. Choose a subject that you can address strongly and fully in your report. It will be up to you to discover the subject of your analysis, and to arrange to discuss it with your Program Supervisor well before you submit the proposal. Make sure you have access to all the research material you need to complete your report.

Include detailed and pertinent information from your work term.
Your report will be something that could only have been written by someone who has had your work term experience, and must fully reflect that experience. Equally, it must reflect your awareness of what you have brought to the subject from your university courses.

Back up your analysis and conclusions with facts.
Make it clear how you reached your conclusions. Use the research skills you have gained in your academic study. Remember you have all the resources of the University of Toronto Libraries at your command as you prepare your report. Use information on the Teaching and Learning Services website to find, use, and acknowledge sources wisely, using a citation style agreed upon by you and your Supervisor.
4. Style and Organization

You are writing your report for evaluation at the university level, and at the same time, preparing yourself for writing as a professional. Your report must reflect this.

- Be concise, coherent and well-organized.
- Follow a clear progression of thought.
- Be sure to include a description of your role and an analysis of how it relates to your studies.
- Make certain that you are saying the main things you want to communicate.
- Make your report readable for someone with no background in your field.
- Identify clearly your subject and your position on it. Your report must have something original and meaningful to say. Ask for help with developing a thesis if you need it.
- Make the physical appearance and editing of your report reflective of the time, care, and enthusiasm that went into it.

5. Format

The format of your work term report should be appropriate to the content. You may choose to follow the following suggested format, but you are encouraged to speak with your Program Supervisor if you are considering approaching your report in a different way.

A. Title Page
   Including:
   a. the title of the report,
   b. the name and location of your work term employer,
   c. the name of the person for whom the report is prepared,
   d. your name.
   e. your program, and
   f. the completion date.

B. Table of Contents (with sections and subsections appropriate to your report)

C. Executive Summary

One of the most important components of a professional report written in a professional context is the Executive Summary. This should be written after the rest of the report is complete. It should be able to stand alone from the report and still be understood by a knowledgeable reader. Restrict the Executive Summary to one page containing these four short paragraphs:

   a. the purpose and scope of the report
   b. a brief description of the role
   c. the major points (the most significant aspects)
   d. the highlights (only the highlights) of the conclusions and / or recommendations

D. Body of the Report
   a. Introduction
      The introduction is the first section in the body of the report. It sets the stage for the presentation and discussion to follow and defines the issue or problem that is proposed. It
should supply sufficient background information (about the work term and the issue) to enable the reader to understand the reason(s) the report has been written and the importance of the subject, as well as your position on the subject.

b. **Main Sections**
The main sections should explain how the main issues were studied, what the findings were, and what these findings mean in a logical and progressive way.

c. **Tables and Figures**
Tables and figures in a report can save the student from including unnecessary detail in the text and can make the presentation of quantitative and complex material more effective. Any table or figure which is included must relate to the discussion and argument and must be referred to at the appropriate point in the text of the report.

d. **Conclusion**
The Conclusion section should include any results or statements that come from your research and analysis. The conclusions should come in sequence as one-or-two sentence paragraphs dealing with only one finding. Conclusions can only be drawn if the analysis in the body of the report supports them.

e. **Recommendations** (optional – for problem-based analysis)
The Recommendations section should include proposals that may resolve the problem at hand. Present them in the same way as the Conclusions but on the next page. They are speculative but should develop logically from the Conclusion.

f. **References** (Bibliography)
List all publications referred to in your report in proper MLA format. Do not list any others.

g. **Appendices**
Appendices should contain any information that substantiates the discussion or argument contained in the report, but that would unduly disrupt the presentation of your ideas if they were included within the text of the report, e.g., extended tables, computer printouts, descriptions of processes or operations, procedures or guidelines, maps, etc. Assign consecutive letters or numbers to each successive appendix, for example, “Appendix A”, “Appendix B”.

6. **Length**
The main body of the report for a single work term should be 2,000 to 2,500 words; a double work term report should reflect greater research and analytical depth than a single work term report and is expected to be 4,500 to 5,000 words in length.

7. **Evaluation**
Your report will receive one of two responses to your report: pass or rewrite. If you receive the “rewrite” response, you may rewrite and resubmit your report only once; arrange dates for this with your Supervisor.
Your successful completion of the two work terms necessary for graduation is dependent upon receiving an evaluation of pass on both work term reports, and successful completion of the other evaluations (yours and your supervisors’). Evaluation of double work term reports will be more rigorous than that which applies to single work term reports.

If you have any questions about the Work Term Report guidelines, policies, procedures, etc., please contact your Program Supervisor.