WORK-TERM REPORT GUIDELINES

Information Studies (MIS)

Introduction
The work term report is an important part of quality co-operative education programs. The assignment provides you with the opportunity to report on your experience with your CO-OP employer and how the experience related to your learning. Ideally, the report facilitates the integration of knowledge and practice.

Frequency
All CO-OP students are required to submit a report for each four-month work term.

Deadline
The work term report is submitted to the Co-operative Education Programs Office by the second Friday of the following semester. Be sure to check under “Upcoming Key Dates” on the CO-OP Programs Web site for the exact date.

Language
As for any course at the University of Ottawa, you may write the letter of transmittal and your work term report in English or French.

Marking
CO-OP academic coordinators are professors in your discipline who mark work term reports. A list is available at www.coop.uottawa.ca/academic/coop/en/en-contact-us/en-cc.asp.

The assignment is marked as Pass or Fail (official grade). However, you will also receive feedback on the quality of your report.

If your report is judged unsatisfactory, you may be given an opportunity to submit a revised version within a prescribed period of time.

Pick-up
Once your report has been marked (allow six weeks after the report submission date), it will be available from your department or directly from the CO-OP academic coordinator.

Components
There are three components to the CO-OP work term report assignment that must be submitted together: (1) Employer evaluation, (2) Letter of transmittal, and (3) Work term report.

Employer Evaluation
Your employer will evaluate you at the end of the work term. It is recommended that you meet with your employer to discuss the evaluation. You must print the completed evaluation from the CO-OP Navigator and submit it as part of your assignment.

Letter of Transmittal
The purpose of the letter of transmittal is to provide readers with a brief overview of key information. The letter of transmittal should be typewritten, single-spaced and follow good business format. It should be
addressed to your CO-OP Academic coordinator. It must not be bound to your work term report (e.g. not stapled).

Your letter must contain the following information:
- Your name and student number.
- The academic term completed prior to the work term (e.g., 1A, 1B, 1C).
- The work term completed (first, second, etc.).
- Title of the work term report
- Type of report submitted (Type 1, Type 2, or Type 3).
- Name of employer and name of supervisor.
- Position held.
- Acknowledgement of assistance and statement that the report is your own work.

You may also use the letter to pass on any further information regarding the work term or the report.

**Work Term Report**
In consultation with your CO-OP Academic coordinator, you can choose one of the following forms of report. If your employer requires that you complete a Type 3 Confidential report, then permission must be secured from your CO-OP Academic coordinator.

**MIS Work Term Report**

<table>
<thead>
<tr>
<th>Type of Report</th>
<th>Overview</th>
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<tbody>
<tr>
<td><strong>Type 1:</strong> Eight-month work term report</td>
<td>An eight-month work term report is written and submitted as <strong>two separate documents</strong>.</td>
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<td>(i.e., for an eight-month work placement done with a single employer)</td>
<td><strong>Part 1</strong>&lt;br&gt;<strong>Due:</strong> At the end of the first four-month work term (September)&lt;br&gt;<strong>Focus:</strong> Report on the work. Describe the organization, team/department, job requirements, objectives, projects, etc.&lt;br&gt;<strong>Length:</strong> 15 – 20 pages</td>
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<td><strong>Part 2</strong>&lt;br&gt;<strong>Due:</strong> At the end of the second four-month work term (January)&lt;br&gt;<strong>Focus:</strong> Integrate academic learning to workplace experience. Demonstrate what has been learned by connecting work to academic literature, coursework, and/or projects.&lt;br&gt;<strong>Length:</strong> 15 – 20 pages</td>
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<tr>
<td><strong>Type 2:</strong> Four-month work term report</td>
<td>A four month work term report is written and submitted as <strong>one document</strong> but it includes two parts.</td>
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<td>(i.e., for four-month work placements done at two separate employers)</td>
<td><strong>Part 1 &amp; 2</strong>&lt;br&gt;<strong>Due:</strong> At the end of each four-month work term</td>
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<td><strong>Part 1</strong>&lt;br&gt;<strong>Focus:</strong> Report on the work. Describe the organization, team/department, job requirements, objectives, projects, etc.&lt;br&gt;<strong>Length:</strong> 7-10 pages</td>
<td><strong>Part 2</strong>&lt;br&gt;Focus: Integrate academic learning to workplace experience. Demonstrate what has been learned by connecting work to academic literature, coursework, and/or projects.</td>
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been learned by connecting work to academic literature, coursework, and projects.  
**Length:** 7-10 pages

| Type 3: Confidential | Please note that permission to write a confidential report is granted by exception only. Please consult with the CO-OP Academic co-ordinator at the onset of the work term to discuss the paper and specific requirements. |

**Work Term Report: Part 1**

Part 1 of the Work Term Report focuses on the professional setting in which the work placement takes place, as well as the role of the student within that workplace. While the precise structure of each individual report may vary depending on the nature of the work placement, it is anticipated that reports will address the following aspects.

The report should begin by describing the company, and if relevant, the specific division, department and/or team for which the student works. It may also be useful to situate the company within the field at large. The next section of the report should focus on the role of the student, describing the learning and performance objectives set by the student and employer, outlining the major projects and minor tasks carried out by the student, and identifying the relevance of these to the field of information studies. The concluding section should include a retrospective assessment of whether and how well the objectives were met, as well as any pertinent closing observations. The following structure may serve as a basic template for Part 1 of the Work Term Report.

**Executive Summary (Abstract)**

1. Introduction  
   1.1 Company X  
   1.2 Department A within Company X  
   1.3 Team G within Department A within Company X, etc.

2. My role  
   2.1 Learning objectives  
   2.2 Performance objectives  
   2.3 Significant projects  
   2.4 Additional tasks  
   2.5 Relevance to Information Studies

3. Concluding remarks  
   3.1 Retrospective assessment  
   3.2 Final observations
Work Term Report: Part 2

Part 2 of the Work Term Report allows students to demonstrate how their academic knowledge (i.e., “knowing”) has been integrated into their workplace experience (i.e., “doing”). It is anticipated that reports will address the following aspects.

Students should identify a number of critical concepts learned in their academic courses (FOUR concepts for an eight-month work term report; TWO concepts for a four-month work term report). Each concept must be from a different broad area of competence as identified on the list below:

- Social, cultural, economic or political information environment
- Ethics, values and professional practice
- Organization of information
- Leadership and management
- Research and evaluation
- Information technologies

For each, the student must provide an explanation that shows a solid understanding of the critical concept in question (e.g. with reference to pertinent literature and courses taken). Next, the student should identify and describe relevant tasks undertaken as part of their work placement and explain how these have allowed the students to concretely demonstrate this underlying knowledge. Finally, students should assess their own mastery of these concepts by making connections between what they have learned, where they are currently, and how they can make a personal contribution to the advancement of the field moving forward. This will allow them not only to look back, but also to look ahead, to set goals for the future, and to bridge the gap from their studies on the MIS program to the world of the information professional. The following structure may serve as a basic template for Part 2 of the Work Term Report.

Executive Summary (Abstract)

1. Knowledge
   1.1 Critical concept 1
   1.2 Critical concept 2
   1.3 Critical concept 3
   1.4 Critical concept 4

2. Application
   2.1 Task 1
   2.2 Task 2
   2.3 Task 3
   2.4 Task 4

3. Concluding remarks
   3.1 Self-assessment
   3.2 Final observations

List of references
General work term report structure requested by the Co-op office

All work term reports must be bound with a binding mechanism (for example, spiral bound).

All work term reports should conform to the following general structure:
- Title page
- Table of contents
- Abstract and keywords
- Body of work term report
- References
- Appendices

Specific Guidelines
Title Page: Include the work term report title only. Include your name, affiliation, email address, and/or phone number. Do not bold face or italicized anything on the title page.

Abstract: Include a 100-200 word abstract describing and summarizing the work term report. The abstract should be self-explanatory and provide the reader with a summarization of the contents of the work term report.

Keywords: At the bottom of the Abstract page include 3-5 keywords, separated by commas that may be used to index the work term report.

Body of work term report: The body of the work term report should conform to the following guidelines.

Length: Work term report should be between 15 and 20 pages. These lengths include only the text of the work term report and not the abstract, references, and appendices.

Specifically, work term reports should use:
- double-spaced text
- 12-point standard font (e.g., Times, Times Roman)
- 1-inch margins (i.e., top, bottom, left, right)
- italics, as needed, but no underlining
- page numbers, in the upper right corner of the page header, and
- section headers, as needed.

When writing your co-op work term report it is expected that you will write at the graduate level. Graduate level writing is recognized by the high quality of critical thinking, research, academic integrity and academic style. As you write your report please refer to the Graduate Writing Skills Kit prepared by the University of Ottawa Academic Writing Help Centre http://www.sass.uottawa.ca/writing/kit/grad-writing-essentials.php

http://www.sass.uottawa.ca/writing/kit/reference-mla.php


Tables and Figures: All work term reports should conform to the APA guidelines for the inclusion of Tables and Figures. Tables and Figures should be numbered sequentially (e.g., Table 1, Table 2, and Figure 1, Figure 2) and include descriptive titles.