

CO-OP WORK TERM REPORT REQUIREMENTS - FACULTY OF ARTS

ARTS CO-OP COURSES: ARTS 001, 002, 003, 004

Please Address Your Work Term Report to Your Faculty Dept. Head

Work Term Report Submission: CL-411

Phone Number: 306-585-4137

Email: arts.studentservices@uregina.ca

The work term report is an account of what the student observed, did, and learned during the work placement. It is also a discussion of how the student's academic background prepared them for the work experience, and how the work experience may inform the student's future academic semesters and career decisions.

A. Deadlines

i. The following deadlines hold for Arts Co-op students:

1 Reports are due by 16:30 on the first Friday after classes start in the semester following the work term. Reports must be presented to the Faculty of Arts Student Services Office in CL 411 or submitted by email to arts.studentservices@uregina.ca

2 Students on a double work term (8 months) must hand in a separate report for each of the first and second work terms; the first report is due at the end of the first work semester (4 months) and the second report is due in the semester immediately following the end of the work term.

3 Reports that are deemed unsatisfactory will be returned to the student for rewriting and resubmission. These reports will not have been marked for content. Students will have one additional week to return a satisfactory report.

4 Reports whose formats are satisfactory will be marked and available for pick-up from the Arts Student Services Office within six weeks of the submission deadline.

5 Grades will be entered into Banner within seven weeks after the report due date.

B. Report Length and Format

The report will be stapled, typewritten (in 12 point font), and double-spaced. The report may be submitted via email to: arts.studentservices@uregina.ca or printed and submitted to CL411. The report will contain the following *mandatory* components (1) through (5):

(1) **Title page** (maximum one page) indicating the title of the report, the author's name and student number, major program at the University, the course number (ARTS 001, ARTS 002 etc.), the author's current email address and phone number, the author's work affiliation during the semester (job title, department, and organization), and the date of submission.

(2) **Letter of transmittal** (maximum one page), directed to the Department Head of your program, certifying that the report was prepared exclusively as a work experience report and has not previously been considered for academic credit, acknowledging that the report may be viewed by University of Regina faculty members, employees, and students, and that quotations may be taken from the report for promotional purposes (e.g. program brochures and website information). If the student does not wish to be identified as the source of any promotional quotation, please make this clear in the letter of transmittal.

(3) **Table of contents.**

(4) **An executive summary (maximum one page)** of the report that summarizes the major points in the report. An executive summary is not an introduction, but is instead a distillation of the report containing all the major points to follow. The executive summary should be viewed as a piece that can be removed from the report as a stand-alone summary of the work term experience.

(5) **The analysis and discussion section** of the report, which will number between four and seven typewritten pages (in 12-point font and double-spaced with one-inch margins all around). The analysis and discussion section will contain the following subsections:

(a) Identification of the organization, its size, and the duties of the author during the term.

(b) A description of the work experience focusing on the knowledge (tools), perspectives and the skills required for the job. This section should also contain a brief description of what the author learned during the work term. Please remember that learning is not solely directed at your degree program, but includes general learning about how things work at the organization that hired you.

(c) A discussion of how the work experience reinforced or contradicted what the author had been led to expect from the university experience. These can include: theories applied, tools actually used, perspectives and attitudes. Please make specific reference to courses completed in previous terms.

The author *must* include a commentary about how the university preparation was related to the work experience. The author may comment on interesting ideas discussed in the university setting that were, in the author's experience, similar or dissimilar to those found in practice. Please think in both general and specific terms. You may find, especially for first-time work placements, that the specifics of your degree were not that relevant on the work term. How did the general reading, writing, communication, research, time management skills that you have hopefully learned in school contribute (or not) to your success on the job? What courses/background were you missing that would have helped you?

The author may also comment on aspects of the work experience that may be valuable in future phases of his/her career. Has this placement reinforced your desire to complete this program, or led you to reconsider your career? Speculate on the ways your work experience might contribute to your understanding in future courses. For example, an Economics or Political Science major may now have a better idea of how policy decisions are made in government, or an English major may see why clear writing is useful or necessary in a variety of careers.

Although this is not an academic report, students are still expected to appropriately cite the ideas of others, especially any data sources. Please footnote all data sources (e.g. Fred Flintstone, Assistant Rubble Manager, Bedrock Quarry or Bedrock Quarry Webpage, www.bedrock.com). Feel free to consult the Arts Academic Co-op Coordinator as appropriate.

In addition to the report, students are encouraged to submit selected samples of work when confidentiality is not an issue: research reports, PowerPoint presentation slides, webpages, exhibits, graphs and bibliographies are all examples. Please keep in mind this material must complement the analysis section by providing support for statements made in the analysis section and not simply used as a device to create filler. Please limit your work samples to one or two samples only, and a maximum of five pages each. Please clear confidentiality issues with your employer before submitting work samples.

C. Report Evaluation

Work term reports will not be graded until they meet format specifications 1 through 5. Reports not meeting these requirements will be returned to the author for correction and resubmission.

The formal grading system is pass/fail.

However, the following grade distribution for the work report will also be used:

1. Outstanding
2. Very good
3. Satisfactory
4. Unacceptable (revise and resubmit)
5. Fail

Grading, because of the nature of the work term report, will be subjective but certain guidelines will be applied for each grade. Clarity of writing is an important component of the grading for an Arts co-op student. Further, without qualifying the expectation level, students in their second or third work term should demonstrate a higher level of sophistication of analysis than students in their first work term.

D. Grades

1. Outstanding: A superior effort with all of the qualities of an "outstanding" report.
2. Very good: The work term report is well written, with headings and subheadings, free of spelling and grammatical errors and provides a conclusive "analysis and discussion" section as required above. Footnotes, as appropriate, will be properly documented.
3. Satisfactory: The work term report is well written, with headings and subheadings, relatively free of spelling and grammatical errors and provides an "analysis and discussion" section as required above. Footnotes, as appropriate, will be properly documented.
4. Unacceptable (revise and resubmit): The work report is poorly written, with few, if any, headings or subheadings, fraught with spelling and grammatical errors and/or provides a poor "analysis and discussion" section as required above. Footnotes, as appropriate, are not properly documented. A student, whose work report is graded as unacceptable, will be permitted to correct the report and resubmit it within one week.
5. Fail: Failure to submit a report by the due date, or failure to resubmit a report of at least "Satisfactory" standing if required by the appropriate due date, will result in a failure on the work term report, and consequently a failure of the respective course.

E. Confidentiality

A work term report can contain material that an employer feels is confidential. If you feel your report might contain such information, it is essential that your employer review the report before it is submitted for grading. If, in the opinion of the employer, the report contains confidential material, the employer can require that the material be removed or request that the report be rewritten entirely. If all job duties and work samples are confidential, the employer will be asked to evaluate the report using a form and instructions provided by the Co-op Office (Career Centre).

Original document dated Aug. 16, 2006 by Dr. Harvey King
Based on the Faculty of Administration Work Term Report
Updated February 2016 by Regan Seidler and Hailey Greke