



## WORK TERM REPORT REQUIREMENTS

### Purpose of the Work Term Report

The Faculty of Business Administration work term report is an account of what the student observed, did, and learned during the work term and a discussion of how the work term experience relates to the student's academic exposure to date in terms of either reinforcing or contradicting the academic exposure.

All questions related to the final work term report should be directed to [hill.undergrad@uregina.ca](mailto:hill.undergrad@uregina.ca). Completed final work term reports should be submitted to [hill.undergrad@uregina.ca](mailto:hill.undergrad@uregina.ca) or the Hill School of Business front desk on the 5<sup>th</sup> floor of the Education Building.

### Work Term Report Length and Format

The work term report will be typewritten and double-spaced. The work term report will contain the following components:

- (1) **Title page** (one page) indicating the title of the report, the author's name and student number, the author's work term number (1, 2, 3, or 4), and the date.
- (2) **Letter of transmittal** (one page), should directed to Dr. Jim Mason, the Business Academic Coordinator of the Cooperative Education Program, certifying that the report was prepared exclusively as a work term report and has not previously been considered for academic credit. A sample is attached to the end of this document. NOTE: Dr. Jim Mason is retired, but as Professor Emeritus, he continues to grade all final work term reports.
- (3) **Table of contents** (one page).
- (4) **An executive summary** (maximum one page) of the report, summarizing the major points in the report and the major conclusions. Note that the executive summary should include the major topics of the report – the idea is that if an individual has time to read only this page, they would have a good general understanding of the ideas and conclusions presented in the report. Therefore, ensure that you include the highlights of your discussion of academic vs. work experience.
- (5) **The analysis and discussion section** of the report, which will not exceed five (5) 12 point font, typewritten, double-spaced pages 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 work term.
  - (b) A description of the work experience focusing on the knowledge (tools), classes that helped with the work term, 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.
  - (c) A discussion of how the work term experience reinforced or contradicted what the author had been led to expect from the university experience. These differences can include: tools actually used, perspectives and attitudes. **Please make specific reference to courses studied in the previous term(s). This is the most important part of the report.**

The student should include a commentary about how the university preparation was related to the work term 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. The author may also comment on aspects of the work term experience that may be valuable in future phases of his/her career.

- (6) The report may contain additional pages for exhibits, graphs and bibliographies that the author may wish to present. However, this material must complement the analysis section by providing a basis for statements made in the analysis section and not simply used as a device to increase the number of pages in the report.

## **Double Work Term Reports**

If a student is completing a double work term, he or she must complete a Work Term Report for each individual work experience (therefore two reports for a double work term). In these cases, the student might find, when writing the second Work Term Report, that the duties and perspectives have not changed a great deal from the first work term. The report requirements might then be modified slightly to also include a discussion of the student's views on the benefits or pitfalls of a double work term. The following topics might be discussed: Would it be better to have an academic term in between? Is it beneficial to work for the same employer or would the student (if given the chance to do it over) try something different? Is it important, due to the learning curve, to do an 8 month term?

If the student requires further guidance on this issue, they should contact the Academic Coordinator.

## **Work Term Report Evaluation**

Work term reports will not be graded until they meet format specifications 1 through 6. Reports not meeting these requirements will be returned immediately to the author for correction and resubmission.

### **Grade Distribution**

Evaluation of the work term report will be on a scale from 1 – 5 (poor to very good). Evaluation, because of the nature of the work term report, will be subjective but certain guidelines will be applied. Further, without qualifying the expectation level, students in their second or third work term should demonstrate a higher level of sophistication of analysis than a student in their first work term.

### **Evaluation**

#### 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 in (4) above.

#### Average:

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 in (4) above.

#### Poor:

The work term 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 in (4) above.

### **After evaluation, the Academic Coordinator will determine an overall assessment of:**

- (1) Satisfactory
- (2) Unacceptable (resubmit)
- (3) Unacceptable (failure)

Satisfactory

No further work is necessary.

Unacceptable (Resubmit):

A student whose work term report is graded as unacceptable will be permitted to correct the report and resubmit it by the deadline established.

Unacceptable (Fail):

Failure to submit a report by the due date or failure to resubmit a report if required to do so will result in a fail on the work term report, and consequently a failure of the work term itself.

**Confidentiality**

If you are concerned that your report may contain confidential information, please ask your work supervisor to review the report prior to submission. If your work supervisor or employer is concerned after their review, please have them contact the Academic Coordinator to discuss further.

**Sample Letter of Transmittal**

September 14, 2018

Dr. Jim Mason  
Paul J. Hill School of Business  
Faculty of Business Administration  
University of Regina  
S4S 0A2

Dear Dr. Mason,

This report, entitled " \_\_\_\_\_ ," was prepared as my work term report for my work experience at X,Y,Z & Co., Regina, Sk. This is my third work term report.

X,Y,Z & Co. provide auditing, accounting and tax services to small to medium sized clients in the Regina region.

My supervisor was R.A. Nelson.

This report has been prepared and written by me and has not received any previous academic credit at this or any other institution.

Sincerely

(signature)

Gerry Dow  
Student # 200