

Work Term Report - Geology

All students must submit a work term report the Friday of the first full week of classes in the semester after the work term. The report will be 10-12 pages long (not including references or title page), double-spaced, and printed in sans serif (e.g., Times New Roman), 12 point font, on standard letter-size paper and using 2.5 cm margins all around.

Reports will be graded according to the following scale: Excellent, Very Good, Satisfactory, Poor, Unacceptable or Fail. Reports graded Poor or Unacceptable will be returned to the student and must be revised and re-submitted within three weeks. The revised report must receive a grade of Satisfactory or better for the work term to receive a grade of Pass. Reports with a grade of Fail will not be re-written, and students will not receive a Pass for the associated work term.

Formats for Work Term Reports

There are two possible formats for work term reports. If the student undertook a specific project during the work term, or if a specific project formed a substantial part of the work term, the work term report can describe this project, including a description of the hypothesis (or hypotheses) that was tested. The format of such a report would follow the format of a scientific paper or a laboratory report, containing the following sections:

- Title page
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion (may be combined with Results into a Results & Discussion section)
- Literature Cited

Alternatively, if the student was not involved in a specific project, but rather took part in various tasks/projects, then the work term report would focus on one aspect of the work that was undertaken. For example, the student might describe the technical and theoretical bases of one technique / methodology employed during the work term. This type of report would include the following sections:

- Title page
- Abstract
- Introduction
- Discussion (with subheadings and a concluding summary)
- Literature Cited

For both types of reports, students must cite literature / articles / references, etc. A minimum of five references is required, and reference to the internet or to web-pages are not permitted as references. Regardless of the type of report that students write, a day-to-day account or log book of work activities is *not* the goal. Work term reports will be graded on the basis of both content and style. In terms of content, the student is expected to demonstrate that he/she has a genuine *understanding* of the work performed or the technique described. This understanding encompasses both why the work was performed, and why the work was performed in a particular manner; i.e. what is the theoretical basis?

In terms of style, the report must be clearly and concisely written, and organized in a logical manner. As many people have pointed out, there is no point in having brilliant ideas if they cannot be communicated in a clear and concise way. Communication is an essential skill in Science.

Work term report advice for students

It is a good idea to start working on the report early during your work term. Do not leave the report writing until one or two days before the due date; this is a recipe for a poorly-prepared document, or failure. Many people find that once a document is “completed”, it’s a good idea to NOT immediately hand it in. Instead, keep the document for a week and then re-read it. This distance in time will provide a fresh perspective on the document, and will allow you to read what you have actually written rather than what you meant or thought to write. Take this opportunity to do a final edit of any sections whose meaning is not instantly clear. THEN, and only then, hand in the report. It is often a good idea to have a friend read over what you have written; they might notice something that you have missed. This approach will lead not only to improved work term reports, but also improved laboratory reports and term papers.

Title page - The title should be informative, indicating specifically the subject of the report. Include your name and student number, as well as the location (including company or organization name) and dates of the work term.