

13 Guidelines

for Writing Co-op Reports

Overview

This section reviews the Kinesiology Co-op Program's requirements for each Co-op work term assignment. Students must complete the work term report specified by these guidelines and submit them by the assigned deadline. Failure to do so will result in a failing grade. Students will submit one report for each work term, according to the following schedule:

Work Term #1 (KIN 101) – Co-op Experiential Report

Work Term #2 (KIN 201) – Co-op Career Development Report

Work Term #3 AND #4 (KIN 301 & 401) – Technical Report

Work Term #5 (KIN 402) - Technical Oral Presentation

Reports must be written on the student's time and not during co-op work term employment hours.

Assignments for your first, third, fourth and fifth (KIN 101, 301, 401 and 402) work term require a **Work Term Release form** to be completed by the student's supervisor with submission of the report or oral presentation. Work term assignments will not be graded if a release form is not received, and a failing grade may result.

Plagiarism in any form will be viewed as academic misconduct, and will be handled as outlined in the UBC Calendar.

KIN 101: Experiential Report

Objective

During your first work term, you will write an Experiential Report. The objective of this paper is to

encourage you to reflect on your present work experience and how it relates to your academic and career development. This report will also assist you to understand your first work term experience and the company you are working for. Please refer to the *Understanding the Workplace* section of this handbook for details on a week by week breakdown when starting a new position.

How to Begin Your Report

By the end of your second week, review the outline of the Experiential Report requirements with your supervisor and obtain input from them. Take detailed notes on all information received. With your supervisor's permission, arrange meetings with other employees to discuss where they see you fitting into the organization. Take detailed notes of all such meetings, including names and titles of participants.

Format

The body of the Experiential Report should be 2,000 – 3,000 words. Other guidelines to follow when preparing the report:

- Use standard, formal English (Canadian spelling). Do not use slang, contractions, or colloquialisms;
- Double space and use 12-point font with 1" margins;
- Define a term and introduce acronyms the first time they are used. You can also include a glossary of terms in the appendices;
- Use section headers and sub-header where appropriate. Start major sections of the report on new pages;
- Number the pages. All prefatory parts (pages which come before the body of the report) are numbered using lower case Roman numerals (ii, iii, iv, etc). The title page is not numbered, but is counted as the first page; numbering begins at ii on the Table on Contents. The body of the report must be numbered in Arabic numerals (1, 2, 3, etc). The first page of text is "1" and begins with the introduction; and
- Bind the report in a suitable protective cover (duotang, cerlox or coil binding)

Note: Reports submitted in binders cannot be accepted; the Co-op Office does not have sufficient space to store documents in binders.

Assignment

Your Experiential Report will be written over the first seven weeks of your Co-op work term and submitted by the eighth

week to ensure you have a good understanding of your role in the organization. The following outlines the requirements for this experiential report.

Section	Purpose	Content
Title Page	Identifies the topic and owner of the report	<ul style="list-style-type: none"> <input type="checkbox"/> Title of the report - reflects content not assignment <input type="checkbox"/> Your name and student number <input type="checkbox"/> Co-op course number (i.e. Work Term One – KIN 101) <input type="checkbox"/> Co-op employer <input type="checkbox"/> Date report submitted
Table of Contents	Identifies contents and organization of document	<ul style="list-style-type: none"> <input type="checkbox"/> Section headings <input type="checkbox"/> Page numbers
List of Figures (if applicable)	Identifies all figures, drawings, and/or photographs in the report	<ul style="list-style-type: none"> <input type="checkbox"/> Number of figures <input type="checkbox"/> Title of figures and corresponding page numbers
List of Tables (if applicable)	Identifies all tables shown in the report	<ul style="list-style-type: none"> <input type="checkbox"/> Number of tables <input type="checkbox"/> Title of tables and corresponding page numbers
Introduction	Introduces company, division (if applicable) and nature of your position	<ul style="list-style-type: none"> <input type="checkbox"/> Subject and purpose of the report: states briefly why the report is being written and what the report is intended to achieve. <input type="checkbox"/> Scope - describes how broad or how limited the treatment of the subject will be <input type="checkbox"/> Plan of development - outlines the company and its mandate, the division (if applicable) and your position within the company/organization
Company Overview	Presents an understanding of the company and its position in the industry that it is a part of	<ul style="list-style-type: none"> <input type="checkbox"/> Company history <input type="checkbox"/> Industry overview <input type="checkbox"/> Competitors to this company <input type="checkbox"/> Company mandate <input type="checkbox"/> Provide a staff organization chart (flow chart)
Division Overview (if applicable)	Presents the division or department that you are working in and how it functions within the company	<ul style="list-style-type: none"> <input type="checkbox"/> Division mandate <input type="checkbox"/> Discussion on how the division relates to the company as a whole <input type="checkbox"/> Briefly describe other divisions in the company and how it relates to the division that you are working in
Position Overview	To provide the reader with a good understanding of the position that you have been hired for	<ul style="list-style-type: none"> <input type="checkbox"/> Title of position and brief description of your role <input type="checkbox"/> Describe your responsibilities and how they relate to the company and/or division mandate <input type="checkbox"/> Discussion on how this position relates to your academic program and future Co-op work terms
Recommendations for Future Students	Provide insight for future students and how they can succeed in this organization	<ul style="list-style-type: none"> <input type="checkbox"/> Provide tips and suggestions to future Co-op students based on your experience to date with this company

Section	Purpose	Content
		as to how they can succeed in this workplace
References / Bibliography	Acknowledge use of materials from printed sources, websites and interviews with colleagues in the preparation of your report. Indicate exact source of all quotations and/or results of previous work	<ul style="list-style-type: none"> <input type="checkbox"/> Author's name, title of book, year published, publisher's name, city, ISBN number, page number <input type="checkbox"/> Bibliographic entries are listed alphabetically by the name of the author or by the first major work of the title. <input type="checkbox"/> All sources must be cited correctly; please refer to the following UBC website for proper citation of all sources: http://toby.library.ubc.ca/subjects/subipage2.cfm?id=673 Use APA, American Psychological Association, style for all citations.

Submission

This report must be reviewed by your work supervisor prior to submission.

A signed Work Term Report Release form must accompany your printed report submission (available online at www.hkincoop.educ.ubc.ca).

A hardcopy of your bound report must be submitted to the Kinesiology Co-op office by 4pm on Friday of the eighth week of your work term.

Note: Only students on international work terms may submit their report via e-mail.

Grading

The Co-op Coordinator will evaluate your Experiential Report. Your report receives an overall evaluation on a scale ranging from "Excellent" to "Unsatisfactory." If your report is marked "Unsatisfactory," you will be given 30 days to make revisions and resubmit to the Co-op Coordinator for re-evaluation.

Successful completion of your Co-op work term is assessed on the quality of your report and a satisfactory Co-op Employer Evaluation from your supervisor. A pass (P) will be entered on your transcript for the completed Co-op work term. If you fail to obtain a "Satisfactory" evaluation for both your Work Term Report and your Co-op evaluation, a fail (F) will be issued.

The Experiential Report is graded out of 100 points and will be assessed as follows:

Expression – 20 points

Grammar & Spelling: 5 points each

Clarity & Style: 5 points each

Structure – 20 points

Layout and Readability of the report: 10 points each

- Including proper table of contents, heading, and referencing

Content – 60 points

Understanding of the organization: 20 points

Understanding of the division: 20 points

Understanding of the Position & Recommendations: 20 points

Excellent – 80 to 100 points

Good – 65 to 79 points

Satisfactory – 50 to 64 points

Unsatisfactory – 0 to 49 points