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 301 & HKIN 401: Technical Work Term Report

Objective

For the third and fourth co-op work terms, you will write a Technical Work Term Report. Good written communication skills are vital to be successful in the applied health and sport administration fields. Writing work term reports will help you develop technical writing abilities throughout your Co-op career.

To communicate well, those working in applied health and sport administration need to be able to write effectively. Writing reports is one of the most formal ways of presenting the results of professional work. However, professionals in applied health and sport administration positions must also be able to write:

- Advertisements
- Bulletins
- Contracts
- Emails
- Job descriptions
- Letters
- Memos
- Notes
- Presentations
- Procedures
- Proposals
- Reports

Format

Your Technical Work Term Report will include a body of content (Introduction, Discussion, Conclusion, and Recommendations) that should be fifteen to twenty pages, excluding title pages, references and appendices; double spaced; 12 point font; and Times New Roman font. The length will be determined by the complexity of the topic and the extent of the research.

The report as a whole should flow logically and consistently. The audience can be expected to have some background in the area of the report (e.g. health promotion, exercise prescription, strength and conditioning program development, sport marketing, etc.) but cannot be assumed to be familiar with the particular topic of the report.

Other guidelines to follow when preparing the report:

- Use standard, formal English (no slang – Canadian spelling) and be appropriate for a professional environment;
- Any specialist or technical terms should be defined the first time they are used. You can also include a glossary of terms in the appendices;
- Use a good quality white bond paper;
- Start major sections of the report on new pages;
- Bind the report in a suitable protective cover (duotang, cerlox, or coil binding);
- 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
- Leave margins 1" on the top, bottom, and sides of each page.

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

Assignment

Your Technical Work Term Report must be mailed or hand-delivered.

A fifteen to twenty page Technical Work Term Report contains four essential parts:

- A clear, concise summary and statement of the problem addressed by the study;
- Details of the study including assumptions, alternatives and predicted outcomes;
- Conclusions following from the details presented; and
- Recommendations derived from the conclusions and addressing the problem.

Note: Your report is expected to be between fifteen to twenty pages (from the Introduction to Recommendations). This *excludes* the title page(s), tables, summary, bibliography, and appendices.

There may be a few situations in your career where recommendations are not required, however, organizations look to the professionals in the field for recommendations to address particular problems (improve product, service, address the needs of an underserved group, etc.)

Choosing a Topic

Your report should be based on your co-op work term experience and a problem that you, your manager or your department has encountered during your work term. If there is not an obvious problem or specific project that you are working on, you should speak to your supervisor, manager, faculty liaison, or the Co-op Coordinator, as they will be able to offer suggestions.

Style

The Technical Work Term Report is **analytical** rather than descriptive in style. It should contain accurate, factual information together with sound arguments and conclusions. The format of the report should normally follow the guidelines provided in this handbook, but you may use the company's guidelines if the report will be used internally.

If your employer has given you company-specific guidelines for your report, you must advise your faculty liaison and the Co-op Coordinator as this may affect the way your report is marked.
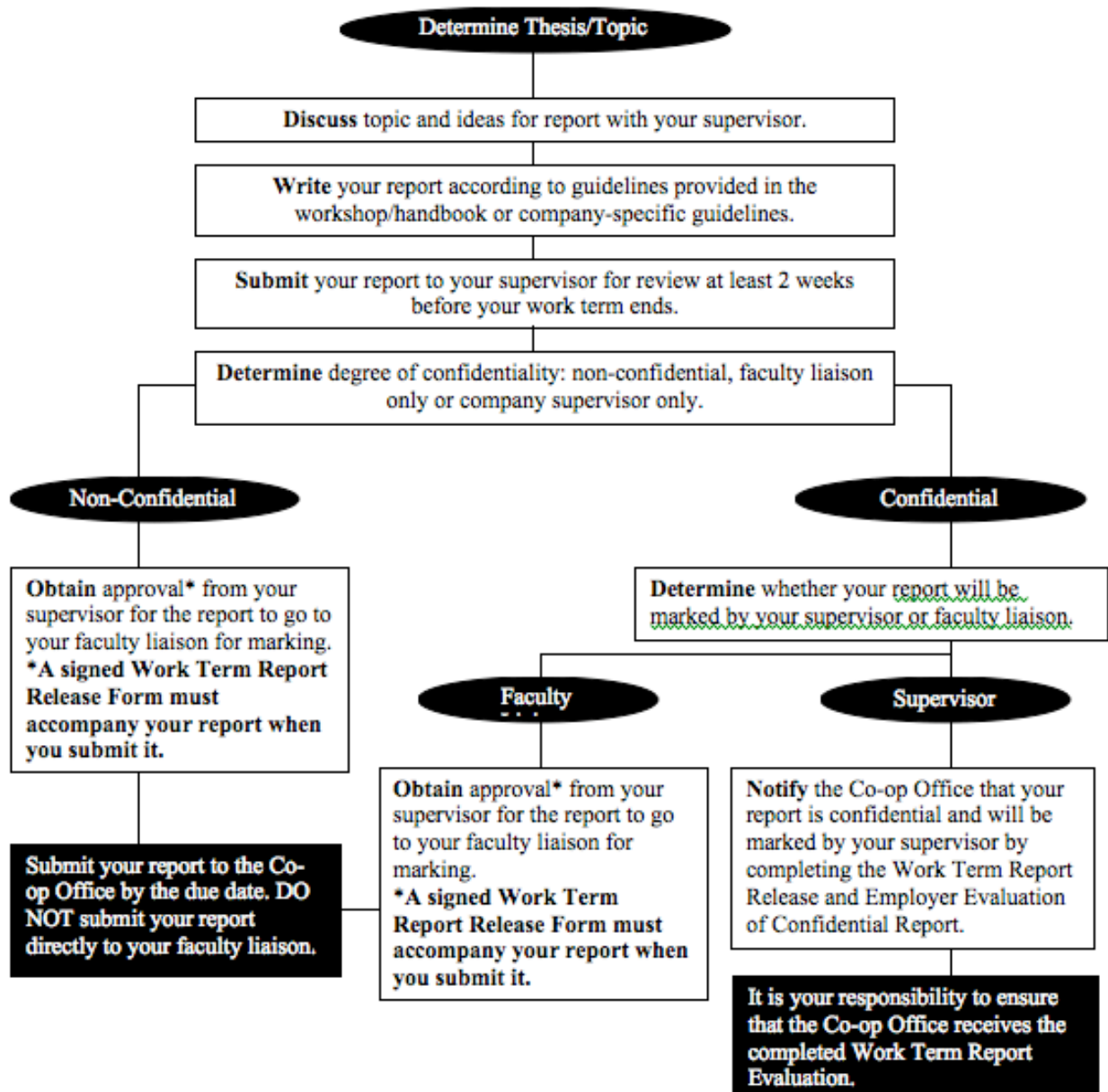
Detailed Section Information

The table below explains the purpose and suggested content of each report section.

Note: The Co-op Program recommends that you refer to a grammar handbook and dictionary. Some recommended writer's handbooks are: Milward & Flick, *Handbook for Writers*, Harcourt Brace, 2nd Edition, 1993; Prentice-Hall, *Handbook for Writers*, 1st Edition, 1996; and Strunk and White, *The Elements of Style*, Collier Macmillan.

Section	Purpose	Content
Cover	Provides a binding for the report, identifies the topic and owner of the report.	❑ Title of the report ❑ Your name and student number ❑ Co-op course number (i.e. Work Term One – KIN 301) ❑ Co-op employer ❑ Date report submitted
Title Page	Identifies the topic and ownership of the report.	❑ Title of the report (clearly identifies the subject of the report) ❑ Name of student, student number ❑ Date and place
Summary - considered by many to be the most important part of report, often the only part is read, so it is important to state your case succinctly	Provides a one-page summary. No reference is made to any part of the report; a summary is complete in itself.	❑ States the more important information in the report including the purpose, method, reason for the report ❑ Succinctly defines the problem that the report addresses ❑ Summarizes the findings, conclusions, decisions, recommendations ❑ Summarizes all major generalizations or assumptions of the report
Table of Contents	Identifies contents and organization of document.	❑ Section headings ❑ Page numbers
List of Figures (optional)	Identifies any figures, drawings, or photographs shown in the report.	❑ Number of figures ❑ Title of figures and corresponding page numbers
List of Tables (optional)	Identifies any tables shown in the report.	❑ Number of tables ❑ Title of tables and corresponding page numbers
Introduction	Introduces subject of report as reader may require some orientation to the subject of your report.	❑ Subject and purpose of the report: states briefly why the report is being written and what the report is intended to achieve. ❑ Scope - describes how broad or how limited the treatment of the subject will be ❑ Plan of development - outlines which areas will be covered ❑ Thesis of the report - the general conclusion and/or the general recommendation

Section	Purpose	Content
Discussion	Presents evidence (facts, arguments, details, data, etc.) necessary to the purpose of the report.	❑ This section contains the main part of the report. All evidence must be developed in an organized, logical and orderly manner and must be relevant. It should contain pertinent figures, tables, footnotes, references to material in appendices. Any additional information should be placed in an appendix, but referenced in the discussion.
Conclusions	States briefly the major inferences that can be drawn from the discussion.	❑ Must be based on information presented in the discussion ❑ Each conclusion should be presented as a separate paragraph, with paragraphs numbered in sequence for easy reference
Recommendations	Suggests a course of action based on the findings and conclusions.	❑ Must follow logically from the conclusions ❑ Must be supported both by conclusions and by data in the discussion
References/Bibliography	Acknowledge use of materials from printed sources in the preparation of your report. Indicate exact source of all quotations and/or results of previous work.	❑ Author's name, title of book, year published, publisher's name, city, ISBN number, page number ❑ Bibliographic entries are listed alphabetically by the name of the author or by the first major work of the title. ❑ 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/subjpage2.cfm?id=673. Use APA, American Psychological Association, style for all citations.

An overview of the Technical Work Term Report writing process is shown in the flowchart below:

Determine Thesis/Topic

Discuss topic and ideas for report with your supervisor.

Write your report according to guidelines provided in the workshop/handbook or company-specific guidelines.

Submit your report to your supervisor for review at least 2 weeks before your work term ends.

Determine degree of confidentiality: non-confidential, faculty liaison only or company supervisor only.

Non-Confidential

Obtain approval* from your supervisor for the report to go to your faculty liaison for marking.
*A signed **Work Term Report Release Form** must accompany your report when you submit it.

Submit your report to the Co-op Office by the due date. DO NOT submit your report directly to your faculty liaison.

Confidential

Determine whether your report will be marked by your supervisor or faculty liaison.

Faculty

Obtain approval* from your supervisor for the report to go to your faculty liaison for marking.
*A signed **Work Term Report Release Form** must accompany your report when you submit it.

Supervisor

Notify the Co-op Office that your report is confidential and will be marked by your supervisor by completing the Work Term Report Release and Employer Evaluation of Confidential Report.

It is your responsibility to ensure that the Co-op Office receives the completed Work Term Report Evaluation.

Submission

This report must be submitted to the Kinesiology Co-op Office by 4pm of the first Friday of the following term. A hard copy of the report must be submitted; e-mailed submission will not be accepted. A Release Form must be completed by your supervisor and submitted with the Technical Work Term Report. If the Release Form indicates that the report is confidential, a completed "Employer Evaluation of Confidential Work Term Report" form must also be submitted.

Grading

A technical evaluator grades Technical Work Term Reports. Your report receives an overall evaluation on a scale ranging from "Excellent" to "Unsatisfactory. Successful completion of your co-op work term relies on the quality of your Work Term Report and a satisfactory Co-op Employer Evaluation from your employer. 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 report and your Employer Evaluation, a fail (F) will be entered. If your report is marked "Unsatisfactory," you will be given 30 days to make revisions and resubmit it to the Co-op office for re-evaluation by the technical evaluator.

The Technical Work Term Report is graded out of 100 points and will be assessed as follows:

Technical Quality – 30 points

- Suitability of Topic: 5 points

- Authority and Accuracy: 5 points

- Analytic Content: 10 points

- Thoroughness of Topic Investigation: 5 points

- Table/Figure Presentation: 5 points

Literary Quality – 20 points

- Grammar: 5 points

- Spelling: 5 points

- Clarity: 5 points

- Style: 5 points

Excellent – 80 to 100 points

Good – 65 to 79 points

Satisfactory – 50 to 64 points

Unsatisfactory – 0 to 49 points

Structure – 50 points

- Preliminary Pages: 13 points

  (Includes: cover, title page, preface or foreword and summary, table of contents, list of figures/tables, list of abbreviations)

- Body of Report: 20 points

  (Includes: introduction, discussion, and conclusion)

- Recommendations and Trailing Pages: 17 points

  (Includes: recommendations, bibliography/references, and appendix/ices)