Work Report Guidelines

Your work reports are academic reports based on scientific sources. The report should be on a topic of interest to you, though you might need to be acquainted with the scientific literature in order to develop your topic. (See the guiding document on developing a topic). The topic chosen should reflect critical thinking. For example, a topic such as: “the benefits of ...” is too simplistic, and may lead you to only read confirming journal articles rather than a full range of research on this topic. You should develop a topic in the form of a question. You should also apply this topic to your work experience. Please note that the main body of the report should be approximately 8-9 pages in length, not including the title, contents or reference pages. You should prepare your reports for a scientific audience.

Please include a paragraph detailing what you learned by writing this report.

Table of Contents

Work Report Format......................................................................................................................... 1
Title Page........................................................................................................................................ 1
Letter of Submittal .......................................................................................................................... 1
Table of Contents........................................................................................................................... 1
List of Tables and Figures............................................................................................................... 1
Summary........................................................................................................................................... 1
The Main Text (Use the title)......................................................................................................... 1
  Introduction.................................................................................................................................... 1
  Give content a title (and you may use subtitles)......................................................................... 2
Conclusions....................................................................................................................................... 3
Recommendations (if applicable)................................................................................................. 2
Acknowledgments.......................................................................................................................... 3
References......................................................................................................................................... 3
Appendix (if applicable).................................................................................................................. 3
Learning Outcomes....................................................................................................................... 3
Work Report Evaluation by Employer......................................................................................... 3
Work Report Format

Title Page
The title page should contain the following information: the title of your report, your name and I.D. number, work report number (e.g., 1, 2 or 3), your place of employment and employer/supervisor, your department, college, University of Guelph, and the date.

Letter of Submittal
A Letter of Submittal addressed to your Faculty Advisor must accompany your report. The letter should follow a standard business format (e.g., include your FA address, and your address at the top) and include the following information:

- Name of the employing organization and your immediate supervisor
- A brief outline of your employment responsibilities
- A clear statement of the purpose of your report
- Acknowledgment of any assistance given in the preparation of the report
- Statement of confidentiality if appropriate

Table of Contents
The table of contents sets forth the major divisions and sub-divisions with their titles and page numbers. Please follow the format indicated in the Publication Manual of the American Psychological Association (APA format) for your report (e.g., table of contents, references, etc.).

List of Tables and Figures (If applicable)
Using the same format as the Table of Contents, make reference to each table and figure contained within the body of the report.

Summary
The summary is perhaps the most important element of your report. It should be written after the report is completed and is intended to convey to the audience a statement of the topic and purpose of the report, the major points in the report, the conclusions made, and recommendations derived from the conclusions. The summary should consist of original wording; that is, do not repeat verbatim from the main section of your report.

The summary should be less than one page. It must inform the readers of the principal content of the report without their having to read the full report. Please do not repeat sections verbatim from the report. Write this section anew.

The Main Text

Introduction
The introduction is important because it sets the scene for your report. It should provide important background information about the organization and about how it operates that the
reader should know in order to understand your report. You should also provide background information about your topic (e.g., historical context, demographic or prevalence data, descriptive information etc.,) and provide a rationale for why it is important to prepare a report on this topic. Relevant research should be carefully and critically reviewed in this section to provide a rationale for the report. You should provide a clear statement of the purpose and objectives of the report and prepare the reader for later sections of the report by giving a brief outline. The introduction may mention the scope and limitations of the report. A clear introduction will provide you with a framework for your report that will keep you on track while you are writing the paper.

**Main content**

You should give this section a title (and subtitles if applicable) that reflects your topic. In this section, you should thoroughly and thoughtfully review the research literature including an analysis and evaluation. The body of the report should explain how you approached the problem or project already stated in the introduction. In it you can describe the materials and methods used, and explain the results, which will lead to particular conclusions (c) and recommendations (d). The body should be organized into sections using an easy-to-understand system of headings and sub-headings properly annotated. Use APA format.

All sources (used for information or ideas) should be documented using APA format. Quotes should be used sparingly if at all and only under strict criteria (See APA Manual)

Tables and figures may be created to supplement the information in the body. All tables and figures must be introduced in the text, as well as having a self-explanatory title. Usually tables are referred to as tables, and all other visual elements (including illustrations, photographs, maps, diagrams, graphs, etc.) are referred to as figures.

Tables should be labeled at the top, and figures at the bottom. These elements may be placed at the end of the report, or each within the report as soon as possible after it is mentioned. Check with your academic department for specific requirements.

**Conclusions**

Conclusions should be reported only if they are fully supported by the analysis described in the body of your report. Conclusions may be tentative. Keep conclusions separate from recommendations, bearing in mind that conclusions only apply to the past.

Please also include a paragraph detailing what you learned by writing this report.

**Recommendations (if applicable)**

Separate from conclusions, recommendations apply to the future. Recommendations may be speculative, but most should follow logically from the conclusions.

Remember that conclusions and recommendations must fulfill the objectives outlined in the introduction.
Acknowledgments
You can use this section to express your gratitude to those who assisted you in researching your topic or carrying out your project.

References
List the sources that you cited (referred to) in your report. You must demonstrate that you have drawn from appropriate literature sources by providing 6 or more scientific journal articles to support the information in your report. In addition to these, you may reference books and authoritative websites.

Complete this section according to APA Manual. The most important things you should remember when referencing are to be consistent in format and to be complete.

Appendix
An appendix is used to provide your audience with information that supports the main text but is not essential to it. An appendix is supplementary to the report and may not be required for your particular report. See APA for formatting.

Learning Outcomes (Introduce)
1. Locate and evaluate relevant research, and demonstrate understanding of human development theories (broadly conceived and includes health and behaviour change theories)
2. Communicate/explain concepts of human development and social relationships in oral, written and visual forms
3. Maintain academic and professional integrity
4. Critical self-reflection and effective use of self (i.e. deepen understanding of the self in practice/professional contexts)
5. Evaluate the complexity of professional practice with diverse populations
6. Effectively work independently

Work Report Evaluation by Employer
This section should be the last page of your report. If you would like your employer to evaluate your report, then you must give your employer this form - it is included in the FORMS section of this website. Ensure that he/she completes it in time for you to include with the submission of your work report.