Work Report III Guidelines

Your topic for the third work report should reflect critical thinking and be of interest to your professional development. Consider topics on organizational behavior, such as organizational culture, conflict resolution and negotiation. You may also consider topics with a wider focus such as evidence-based policy decision-making or the system in which the agency is operating. Please include a paragraph detailing what you learned by writing this report.

You may choose to conduct a survey or interview staff or clients, and if so, then you may need to obtain University of Guelph REB approval. Please refer to:
http://www.uoguelph.ca/research/services-divisions/ethics
http://www.uoguelph.ca/research/services-divisions/ethics/forms-procedures-policies-guidelines

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Work Report Format

Title Page
Your report should be presented with the following information clearly indicated on it:
- Title of your report
- Your name, program, and Work Report Number (e.g., Third Report)
- Employer's name
- 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 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
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 no longer 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.
Academic Report

Introduction
The introduction is important because it sets the scene for your report. It should provide important background information about the organization and how it operates which may be important for the reader to know in order to understand your report. You should also present background information on your topic and build a rationale for its importance. 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 you developed for 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 text
You should give the body a title (and subtitles if applicable) that reflects your topic. In the body, 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.

Application to your work experience
You can prepare this application as an independent section, or you can make reference to your work experience within the main 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 work.

References
List the sources that you cited in your report. 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 (Reinforce and Master)
1. Analyze theories and research used to describe the developing person in the social environment, including economic, political & cultural contexts
2. Critically reflect about power structures in society, the place of community organizations in social structures and in relation to individuals
3. Locate research (including qualitative inquiry) and theory in academic literature, critically evaluate it and apply concepts to individuals, families, groups and society
4. Communicate/explain concepts of human development and social relationships in oral, written and visual forms
5. Analyze (apply) theories and methods of communication as applied in programs and services
6. Reflect critically on regulations/guidelines/practices for various helping professions (human and social services)
7. Evaluate the complexity of professional practice with diverse populations

Work Report Evaluation by Employer
This evaluation is optional and you may use a form located on the FORMS section of the CECS website. Ensure that he/she completes it in time for you to include with the submission of your work report.