PUBLIC MANAGEMENT: CO-OP REPORT

Revised Summer 2012

WORK TERM REPORT GUIDELINES

1. APPROACH TO WORK REPORT DEVELOPMENT

a. Determine your work term report topic. Think about what would be of use to your employer in your work place. Does your employer have any projects, reports, surveys, handbooks, manuals, etc. it may find useful to have completed that were not part of the original/assigned work for the term? Think in terms of what type of report would be of value to your employer. Then, approach your employer and have a conversation about what would be most helpful to their organization. Come to a tentative agreement.

b. Contact your Faculty Advisor. Once you have a topic in mind, contact Prof. Evie Adomait, your Faculty Advisor (eadomait@uoguelph.ca or 519-824-4120 ext. 56343). In your e-mail, please indicate your co-op work term employer, your position and your primary responsibilities. Describe your ideas for your work report. Evie will contact you with specific suggestions or refinements to your topic.

2. FORMAT OF THE WORK TERM REPORT

• Cover page. Include your name, student ID number, your employer, the title of your report, and the term during which you worked for your employer (Summer 2011, etc.).
• Introductory letter. Your letter should be addressed to Evie Adomait, your Faculty Advisor. Include in your letter: information regarding where you worked, your position title, your main responsibilities/projects, the topic of your report, and finally, acknowledge the employer for his/her assistance during your work term.
• Table of Contents.
• Executive Summary.
• The Report (this section should be at least 12 pages).
• References.
• Employer Work Report Evaluation Form. It is critical that your employer review your work term report prior to submission to your Faculty Advisor on-campus. The Employer Work Report Evaluation Form invites employer feedback, and requires your employer’s signature. Comments from your employer are useful for revising your report before submission. Additionally, your employer will be able to ensure that confidential information is not leaving the organization. The form is accessible from the Co-op Forms section of the CECS web site at: http://www.cecs.uoguelph.ca/students/alumni/co-op-education/current-co-op-students/forms. Please note: If you do not submit an employer evaluation of your work term report you will be given an automatic “UNSATISFACTORY”.
3. FREQUENTLY ASKED QUESTIONS - TIPS

• Generally, the body of the final report is to be no fewer than 12-15 pages in length, double spaced.
• Any e-mail correspondence to Evie Adomait should include the word Co-op in the subject line. This will help Evie to identify your e-mail more quickly and respond to you more efficiently. If you have not heard back from her within one week, please resend your email.
• If you need to speak directly with Evie, please indicate where she can reach you and when. Please indicate the nature of your call in your message. E-mail is the preferred mode of contact.
• Please ensure that you keep both an electronic copy and a hard copy of your work term report until you have received a grade.
• Please note as well that if you are scheduled to work an 8-month work term with the same organization in the same position, then you only need to submit one formal report at the end of your 8-month work term. However, after the first 4-month term, you are still responsible for submitting to Evie via email ideas for your work term report topic, along with the other information requested in point 1b.

4. SUBMISSION OF YOUR WORK TERM REPORT

Work term reports are due 5 class days following the work term. It is strongly recommended that you start the report early and complete it prior to the end of the 4-month work term. Students should submit their hard copy work term report (no e-mail documents) in one of two ways:

• Mail your report to Prof. Evie Adomait, Department of Economics and Finance, University of Guelph, 50 Stone Road East, Guelph, ON N1G 2W1. As long as your report is postmarked by the deadline date, it will be considered “on-time”. Please note that it is best to use a mail delivery service that provides a tracking system. Due to the number of reports received each term, the Department of Economics and Finance is not able to confirm receipt of your report. Should your report not arrive, it will be considered late, and marked accordingly upon final submission. Please use your tracking number to ensure delivery to the University.
• Deliver your report in person to the Department of Economics and Finance, MacKinnon 7th Floor, University of Guelph, Guelph ON N1G 2W1 no later than 4:30 pm on/before the due date.

Faculty Advisors will grade reports during the semester they have been submitted. All reports are kept on file after being evaluated.