



## CO-OPERATIVE EDUCATION & CAREER SERVICES

Program: Accounting  
Work Term: One  
Report Name: Developing My Core Skills  
Updated: April 12<sup>th</sup>, 2017

### Work Term Report Topic

Your co-op work term is designed to give you practical exposure to and experience in the discipline that you are studying. It also ensures that you are “thinking” about what you are learning, not just “doing” your work. The first work term will allow development in crucial areas, such as, general business practices, your area of specialization, and transferrable and/or soft skills.

Your first work term will bring with it challenges of transition from school to work, and you will learn several skills that are essential to success in the business environment. Some of the knowledge and skills that are expected to be developed during your work term are:

- Business communication skills
- Confidentiality within the workplace
- Decision making within organizations
- Teamwork
- Professional Judgement
- Leadership
- Networking
- Professionalism within the workplace

Your first report, therefore, will give you a chance to learn more about one aspect of your work experience that is of interest to you. Select your topic from the list above and answer three key questions related to your topic:

1. What specific skills did you learn during the work term?
2. What is the current research and theories related to your developed skills?
3. What do you still need to learn/improve as it relates to this learned knowledge and skill?

\*\*If you developed a skill **not** on this list but would like to use it as the topic of your report – please email your faculty advisor for approval.

- **Locate your references.** Your work term report must have an academic and/or research component. This involves searching to see what has previously been published on your topic. You may use the University of Guelph Library website, Google Scholar, various textbooks and/or specific information you have learned in courses. Published references should be used for the *background* of your project. These must not all be online references. Ideally, they should be no older than 2000 and none should be Wikipedia.

- **Access to University of Guelph Library Resources.** To assist with your work term report, you can access the Library's electronic resources (databases, electronic books, etc.) from off-campus. Click on the "Off-campus Log in" link from the Library's home page (<http://www.lib.uoguelph.ca/>) and sign in using your central ID and password. Key business literature databases (e.g. ABI/INFORM, Business Source Complete) can be found under the "Journal articles" link.
- **Using other University Libraries.** Most academic libraries are committed to the Canadian University Reciprocal Borrowing Agreement which allows students to check out books directly from another university library. Within Ontario, you should be able to check out books from other university libraries with your University of Guelph student card. There are some exceptions to this agreement: most notably, the University of Toronto does not lend to undergraduate students from other institutions. Complete details are available at: <http://www.curba.ca/>
- **Getting Research Help.** If you need help with researching your topic, the Library provides many avenues for assistance. You can chat, instant message, email, phone or visit with a librarian. For complete contact information, visit: [http://www.lib.uoguelph.ca/assistance/ask\\_us/](http://www.lib.uoguelph.ca/assistance/ask_us/).
- **Plagiarism.** Plagiarism is presentation of the ideas or work of others as your own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as your own thoughts by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. For more details, please see: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconductoffen.shtml>

## 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.
- **Introductory letter.** Your letter should be addressed to your Co-op Faculty Advisor. Include in your letter: information regarding where you worked, your position title, your main responsibilities and projects, the topic of your report, and finally, acknowledge the employer for his/her assistance during your work term.
- **Table of Contents.**
- **Executive Summary.** Should always be written after the report has been completed. One half to one page maximum, report the background or context of the report, the underlying issue(s) tackled, the objective(s) of the project or tasks performed and the outcomes of your work. Depending on the objective, you may, for example, present results of a specific analysis or make recommendations.
- **The Report.** The structure of the report should be appropriate for the report objectives. This section will be approximately 10 pages, double spaced, without appendices. Concise reports that present only what is necessary for the given objective(s) are very much preferred.

- **References.** Authors (Last name, Initials). Year. Title of article/book. Source (Journal name. Volume (Issue): Pages/Publisher.). Online reference should provide the URL and date of last access.
- **Co-op Work Term Report - Employer Comments Form.** It is critical that your employer review your work term report prior to submission to your Co-op Faculty Advisor on-campus. The Co-op Work Term Report - Employer Comments 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 Forms section of Recruit Guelph.

## Other Tips and Frequently Asked Questions

- Any email correspondence to the Co-op Faculty Advisor should include the word **Co-op** in the subject line. This will help your Advisor to identify your email more quickly and respond to you more efficiently. If you have not heard back within three days, please resend your email.
- If you need to speak directly with your Co-op Faculty Advisor, please indicate where they can reach you and when. Please indicate the nature of your call in your message. Email 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.

## Submission & Evaluation

Work term reports and accompanying [Work Term Report Employer Comments Forms](#) 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. The work term report and Employer Comments Form must be submitted to your Faculty Advisor in PDF format and uploaded to the Accounting Co-op Courselink Dropbox for grading. A few guidelines on the submission process:

- You must use the standardized naming convention: [First Name] [Last Name] [student number] [semester] [Work Term Report or Employer Comments Form]
  - Examples below:
    - Tyler Clark 0000000 Summer2016 Work Term Report
    - Tyler Clark 0000000 Summer2016 Employer Comments Form
- Your Employer Comments form must be signed by your supervisor. You must scan the signed copy and upload the document to Dropbox

***Please note that Faculty Advisors will grade reports during the semester in which they have been submitted.***

- The Co-op Faculty Advisor uses the following evaluation scheme supplied by the co-op office as criteria to grade the [Work Term Report: Grading Scheme for the Report](#).
- Work term reports should be written clearly and concisely, free of spelling and grammatical errors.

- Students will be notified when their marked reports are available from the Co-op Advisor for feedback.
- Any reports that are deemed Unsatisfactory must be resubmitted. A student who receives a grade of Unsatisfactory a second time will be required to withdraw from the Co-op program.
- All reports are kept on file after being evaluated.

### **Academic Misconduct & Turnitin.com**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/2015-2016/>

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in.

In regards to your work term report, the Faculty Advisor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the College of Business & Economics.

**A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.**