

# Nanoscience

## Co-op Work Term Report Information

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### Faculty Advisor

The B.Sc. Nanoscience Major is co-sponsored by both the departments of Chemistry and Physics. Please contact Prof. Kycia with questions regarding your co-op program.

### Dr. Stefan Kycia

Room 324 MacNaughton Bldg. (MACN)

Department of Physics

University of Guelph

Ext: 52540

e-mail: [skycia@uoguelph.ca](mailto:skycia@uoguelph.ca)

You do not need to have a meeting with your advisor before your first work term. You **can** contact Stefan Kycia by email or in person, whether you are on an academic or a work term semester.

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### Procedures

Please follow these procedures carefully or there may be delays in getting your report graded.

- Within the first month at your work place, you must provide the following information to either of the Co-op Faculty Advisors by e-mail:
    - ★ Your name, work term number (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) and your e-mail address.
    - ★ The name and address of the company of your placement.
    - ★ The name and e-mail address of your supervisor(s).
    - ★ Inform your supervisor that you will need to write a Work Report at the end of your work term and that you will need to hand in the report to your Co-Op Faculty Advisor for grading. Discuss with your supervisor suitable topics for your Work Report.
  - Check the Co-op Services Website for the deadline for the submission of your Work Report. Try to submit it before the deadline as a late submission may result in a penalty on your grade.
  - No confidential reports are accepted.
  - Submit an electronic copy of the report to [skycia@uoguelph.ca](mailto:skycia@uoguelph.ca) and a hard copy of your report to Jay Leitch, the Nanoscience undergraduate lab coordinator.
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## Topic of Report

You will select the topic for your report in consultation with your employer. Be sure that they are aware that you are not allowed to submit a confidential report that has material redacted. If your work involves such material that must be safeguarded by the company, then you need to choose another topic that will not contravene corporate policy.

1. The preferred report is on the actual work performed. However, because of a company's trade secrets or privacy concerns, it may not be possible to do so. In that case, you will need to select a related topic.
2. In the case of not being able to write a report on the work performed, you will need to choose to write a review of the literature on a scientific subject that is related to your employer's research or techniques.
3. There may be instances where the actual work you perform does not contain a significant component of scientific inquiry. In such a case, the literature review will again be appropriate.
4. Once a topic has been selected, you must send that information to your Faculty Advisor.

## Format of Report

The report must include the following items, each of which should appear on its separate page(s) in the order given here:

1. A Letter of Submission, addressed to the Faculty Advisor, noting the submission of the report, including the title, your name, which work term number it is for, and your employer name.
2. A Title Page, including your name, work term, and employer name.
3. An Abstract
4. A Table of Contents
5. A List of Tables
6. A List of Figures
7. The body of your report (there will be the usual sections of Introduction, Methods, Results, Discussion, and Conclusions)
8. Acknowledgements
9. References
10. Appendices
11. Employer Evaluation Form

Be sure to obtain the Employer Evaluation Form and attach it to the back of your report. It can be sent as a separate electronic file. The Learning Commons at the university has a variety of aids to help you with the preparation of your written work. I recommend you check out the following link <[http://www.lib.uoguelph.ca/assistance/writing\\_services/fastfacts.cfm](http://www.lib.uoguelph.ca/assistance/writing_services/fastfacts.cfm)>

and pay special attention to the articles entitled “Writing Lab Reports or Research Reports” and “Writing in the Sciences”. When preparing your citations and references, use one of the approaches outlined in the section on “Referencing Handouts”. Choose one approach and use it consistently throughout your paper. All of the handouts in the “Grammar & Style Handouts” section will be helpful to you as well.

A Work Term Report must be prepared for every work term. If you happen to have arranged for an 8-month work term, you can elect to submit two reports – one at the end of the 4th month and another at the end of the 8th month. If it is more appropriate, you can submit a single, larger report at the end of the 8th month term only. If you are submitting a report directly related to your work during the 8-month term, a single report may be in order. However, if your reports are more related to literature reviews due to employer privacy concerns, then two 4-month reports would be more appropriate. If you end up doing a single report for the 8-month term, be sure to notify the Faculty Advisor before the 4th month so they can plan appropriately.

**A typical 4-month Work Term Report will be around 20 pages in length (for the main body of the report).**

You must submit a hard copy of the report, bound in an appropriate folder to Jay Leitch, the nanoscience undergraduate lab coordinator. You should treat this as if you were submitting this report to your employer. You want it to be organized, attractive, and persuasive.

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## Evaluation of the Report

The Faculty Advisor will be evaluating your report, using the forms provided by the Co-op office. The Work Report Evaluation by the employer (this is their evaluation of your report, not of your performance in the job) will be taken into consideration in grading the reports.

You should refer to the grading scheme that will be followed so that you can be sure to include all of the necessary features.

When the reports are marked, you will be notified of their availability to be picked up from Jay Leitch.

The grades you can receive are: Outstanding, Very Good, Good, Satisfactory, and Unsatisfactory. A grade of Unsatisfactory will require that the report be rewritten and submitted again, until a Satisfactory or better grade is obtained. If an Unsatisfactory report grade is not replaced, you will not be permitted to proceed with your next work term – you will be removed from the co-op program.

The evaluation forms follow on the next two pages.

### University of Guelph Co-operative Education Program Evaluation of Work Term Report

Outstanding

Very Good

Good

Satisfactory

Unsatisfactory  
(Resubmit)

Student ID Number:

Student Name:

Work Term:

Employer:

Title of Report:

Evaluated by:

Quality of Contents	Out	VG	Good	Sat	Unsat	N/A	Comments
Suitability of Topic							
Description of Information							
Analysis of Information							
Evaluation of Information							
Innovative Aspects							
Balance of Contents							
Literature Search							
Overall Impression							
Quality of Presentation	Out	VG	Good	Sat	Unsat	N/A	Comments
Clarity							
Maturity of Style							
Grammar and Spelling							
Layout							
Overall Impression							

Evaluator's Comments:

Structural Checklist

Structural Element	Present	Absent	N/A	Comments
Report Cover				
Letter of Submission				
Title Page				
Abstract				
Table of Contents				
List of Tables				
List of Figures				
Introduction				
Methods				
Results				
Discussion				
Conclusions				
Acknowledgments				
References				
Appendices				
Employer Evaluation Form				

\* Some but not all elements are required in a particular report. For instance, you may not have to include an appendix.

Evaluator's Comments (continued):