



Program: Management
Work Term: Three
Report Name: Employer-Specific Report
Updated: March 3, 2023

NOTE: If you are on an 8-month work term, Fall-Winter, you are only required to complete one (1) report for the 8-month term: Report #4, Cumulative Reflection Paper. This report will be due on the 5th class day after the Winter work term. You are not required to complete Report #3 if you are on an 8-month work term.

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. they 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. The process should be started in the first month of the work term, after you have settled into your new work environment. Please note that confidential reports are not permitted.

Contact your Co-op Faculty Advisor. Once you have a topic in mind, contact your Co-op Faculty Advisor. In your email, please indicate your Co-op work term employer, your position and your primary responsibilities. Describe your ideas for your work report. The Co-op Faculty Advisor will contact you with specific suggestions or refinements to your topic.

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.
- **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.

- **Reflective Piece** Half-page document outlining which courses you have taken so far and the learning experiences, knowledge and skills you have taken from them were most helpful in developing this report or completing the project.
- **The Report.** The structure of the report should be appropriate for the report objectives. This section will be approximately 8-10 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 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 **MGMT 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 she/he 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 Use the standardized naming convention: [First Name] [Last Name] [student number] [semester] [Work Term Report or Employer Comments Form]
 - Examples below:
 - Connie Zavitz 0000000 Summer2023 Work Term Report
 - Connie Zavitz 0000000 Summer2023 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 grading rubric posted on the Management CourseLink site.
- 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

Academic Misconduct 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:

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 Lang School 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.