WORK TERM REPORT GUIDELINES
Culture & Technology Studies

Work Term Reports are due on the fifth (5th) class day of the semester following completion of your work term. Submit your Work Term Report to the Co-op Faculty Advisor via email.

OBJECTIVES & EXPECTATIONS

The purpose of a work term report is to provide students with an opportunity to develop the following skills:

- Collecting, organizing, and presenting information in a clear, concise, and coherent form.
- Compiling and presenting written reports for a non-academic, professional readership.
- Reflecting on and reinforcing analytical and problem-solving strategies in professional environments.
- Advancing an understanding of academic work in relevant fields.

The report should contain contextual information about the workplace, such as how the workplace is situated within a particular industry, or in a government service industry or community-based advocacy network. This will require research on the institutional context of the workplace.

The report is intended to give students an opportunity to integrate what they have learned in their coursework with what they learn working in public or private sector employment off campus. Thus, the report should include critical thinking and reflection on work experiences that engage relevant scholarship.

Engagement with the relevant scholarship may come in the form of a discussion of workplace culture, diversity and inclusion, status systems and hierarchies, social dynamics, etc. Students are encouraged to discuss possible relevant academic themes with their Co-op Faculty Advisor prior to and/or during the work placement. The report should mobilize scholarly ideas, but in accessible language. Your report must reference at least seven (7) peer reviewed academic sources.

REPORT FORMAT
- The report must be 2,000 to 2,500 words (8-10 double-spaced pages, 2.5cm/1.0in margin). (Please note: Letter of Submittal, tables, figures, Works Cited, Glossary, Appendices, etc. are not included in the word/page count.)

- Documentation (footnotes and bibliography/Works Cited) should conform to one of the following citation formats and should indicate which at the top of the page
  - Chicago/Turabian system
  - MLA
  - APA
- Do not double-space the Letter of Submittal, Table of Contents, and the title page.
- Apply consistent section and subsection heading styles throughout the report.
- Use a readable AODA-compliant (sans-serif) 12pt font (e.g. Arial, Calibri).
- Number the pages of the report, except for the cover page and Letter of Submittal.

The Work Term Report should include the following sections:
1. Title Page - include the following information:

University of Guelph
Culture & Technology Studies
College of Arts
Title of report
Your name
Name and location of your employer
Co-op course number
Date of submission

2. Letter of Submission - a brief cover letter addressed to the Co-op Faculty Advisor, and formatted as follows:
Your address [Street, City, Province/Territory Postal Code]
Month Day Year
Co-op Coordinator's name
University of Guelph Address

Salutation (Dear --),
- Introduce your report, including the title of the report.
- Provide a brief description of your employer (include name of company/organization).
- Indicate the role of your immediate supervisor (include supervisor's name).
- Briefly describe your duties and responsibilities.
- Include acknowledgement of assistance and statement that the report is your own work.

Note: Signing the Letter of Submittal certifies that the student completed their report by their own efforts, and that it has not been previously been submitted for evaluation at the University of Guelph or at any other education institution. Collaboration with a work term supervisor or co- worker(s) must be pre-approved by the Co-op Faculty Advisor and fully described and acknowledged in the Letter of Submittal.

Your signature,
Printed first name and last name

3. Table of Contents - list all main sections in your report, as well as any subsections. Add lists of tables, figures, and/or appendices at the end of the Table of Contents, if appropriate.

4. Executive Summary - provide a brief, informational summary (abstract) of the content of the report. It should offer a clear, concise, and reader-friendly overview of the report.

5. Work Term Placement - provide contextual information about your workplace. Give an overview of the general industry or service sector in which your workplace is situated.

6. Work Term Duties and Objectives - describe the specific context of your workplace (organizational structure, number of employees, kinds of jobs performed by employees, the team you worked with etc.). Provide information about your duties, roles, and responsibilities.

7. Professional Skills Developed - describe the learning objectives established by you and your employer at the beginning of your work term. Describe major projects and minor tasks you carried and discuss how they contributed to the development of your professional skills. Be specific about which professional skills you developed.

8. Academic background and Workplace Experiences - describe the academic goals and objectives that your work placement was intended to help you achieve. Discuss work experiences that offered you opportunities to apply and/or reconsider scholarly concepts and historiography relevant to your workplace.

9. Concluding Remarks - provide an assessment of whether and how well your professional and academic objectives were met and offer helpful closing observations about the placement and program.

10. Works Cited - include scholarly and relevant technical or policy literature.

The CTS Co-op program is intended to help students:
- Communicate effectively, accurately and professionally, in traditional and innovative, written and oral forms, including visual and digital.
- Develop and practice intellectual curiosity along with analytic, problem-solving, decision-making and listening skills.
- Mobilize CTS skills in research and documentation in the co-op organization or employer's workplace
- Apply a critical technology/digital humanities perspective and judgment to develop and evaluate policy.
- Engage in respectful, reciprocal and mutually beneficial ways with people at the local, national and/or global levels to advocate for and advance equity and social justice.

- Demonstrate personal, professional, and academic integrity and ethical reasoning.
- Demonstrate leadership, teamwork, accountability, personal organization, and time management.
- Identify and reflect on how ethical considerations related to equity, diversity, and inclusion intersect with aspects of technology within a workplace setting.

Be sure that the content of your report addresses how you developed some or all of these specific skills and how you have advanced your knowledge of theories/methods you've learned about in your CTS courses through your work experiences.