

# MANAGEMENT ECONOMICS AND FINANCE: CO-OP REPORT

*Revised Summer 2023*

## 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 workplace. 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](mailto: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 2023, 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 should be at least 12 pages and include reflective responses to the following:
  - Application of classroom theory to workplace practice during your co-op work term (*150 to 200 words*).
  - The skills and knowledge attained during your co-op work term (*150 to 200 words*).
- Co-op Work Term Report Employer Comments Form. It is critical that your employer review your work term report prior to submission to your Faculty Advisor on-campus. Co-op Work Term Report Employer Comments 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 Experiential Learning Hub web site at: <https://www.recruitguelph.ca/cecs/co-op-students/co-op-forms/co-operative-education-work-term-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- or 8-month work term.
- Email the completed **Work Term Report** and Co-op Work Term Report Employer Comments Form to eadomait@uoguelph.ca
- In the subject line of your email, please note '**Your Name, Program - Co-op Work Term Report**'.

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