

## **Co-operative Education Work Term Report Guidelines – Economics**

### **Length:**

No more than 10 pages, double spaced

### **Content:**

#### **Academic Related:**

Demonstrate what was learned and experienced related to the economics academic program. Include examples of work, if approved by the employer.

#### **Career Related:**

Indicated how the enhanced knowledge and skills will contribute to future career development. These may include research skills, professional communication, time management skills, customer interaction, etc.

### **Due Date:**

Work Term Reports are due at the end of each work term. Reports are to be submitted by the determined deadline as indicated in the emailed instructions. Work Term Reports must be submitted to the Student Success Centre by email to [coop@lakeheadu.ca](mailto:coop@lakeheadu.ca)

Please remember that work term reports are required to be reviewed by your employer before submitting them to the University.

### **Employer Documentation:**

<https://www.lakeheadu.ca/sites/default/files/uploads/104/docs/NEW%20Work%20Term%20Eval%20Form-2.pdf>