

Co-operative Education Work Term Report Guidelines – Engineering

Formal Work Term Report:

A student enrolled in the Co-operation Education Option of the Bachelor of Engineering program is required to submit a formal work term report. To receive a passing grade, the student is expected to prepare the report following the guidelines given below to the satisfaction of the Co-op faculty advisor and to receive a satisfactory assessment of the student's performance by the employer.

Report Guidelines:

The work term report is assessed against the professional engineering criteria of:

- Application of Theory
- Practical experience
- Management of Engineering
- Communication Skills
- Social Implications of Engineering

The report should be no more than 10 pages in length, doubled spaced, prepared using a word processor. The report should summarize the work term engineering experience and contain the following elements:

- How the job experience satisfied the Application of Theory criterion;
- How the experience provided the necessary exposure to each of the five experience criteria (**Organize your report by addressing each experience criterion in a separate section of your report. The titles of these sections should be the corresponding criterion: Application of theory, Practical experience, Management of Engineering, Communication skills, and Social implications of Engineering**)
- The percentage of time to each of the five experience criteria

The student is requested to check out the Website of Professional Engineers of Ontario at http://www.peo.on.ca/index.php?ci_id=2059&la_id=1 for the “**Guide for Pre-Graduation Experience**” as guidance to prepare for the work term report. **This is required along with your report.**

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