



**Lakehead**  
UNIVERSITY

School of  
**Kinesiology**

# **Kinesiology Co-operative Education Program**

## **WORK TERM REPORTS**

*School of Kinesiology  
Lakehead University*

**Kinesiology Co-operative Program — Work Term Report** (03/2022)

# WORK TERM REPORT

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# WORK TERM REPORT

## Purpose of the Work Term Report

Writing a work term report is a required component of the School of Kinesiology Co-op program at Lakehead University. We hope you find that writing one enriches your co-op experience.

### How can writing a work term report benefit you?

- Helps you integrate theoretical concepts with practical experience.
- Increases your understanding of your employer's organization.
- Helps you analyze your progress towards your learning objectives.
- Enhances your report writing skills.
- Encourages you to actively observe and record your experiences over the course of the work term, and causes you to reflect on your experiences.

### How can work reports benefit others?

- Helps future Kinesiology Co-op students prepare for interviews and work terms.
- Helps the Co-op advisor assess the suitability of co-op positions.

## Six Steps to Success

### 1. Plan Ahead

If you did not have the opportunity to discuss how to plan ahead with your School of Kinesiology co-op advisor before this time, please use the following information as a guide only.

Planning ahead will help ensure that you collect relevant information, perform a thorough analysis and meet your deadline. Here are some tips on getting started:

- Check with the co-op office about reviewing some of the best work reports before leaving campus.
- Inform your work-place supervisor of the work report deadline during your first meeting and ask how much time he/she will need to review your report. Discuss and agree upon the deadline, taking your supervisor's vacations into consideration.
- From your first day on the job, keep a journal/portfolio of relevant information, assignments, conversations and accomplishments.
- Set and review your learning objectives for the term (refer to Appendix 1).
- Prepare an outline to ensure that you develop your ideas in a logical manner.
- Determine which printed materials, websites and staff resources you will consult.

## 2. Prepare Your Descriptive/Reflective Report

### **Describe the organization:**

- Outline the company's/organization's history and structure.
- Identify the company's mission statement, products and services.
- Describe the corporate culture.
- Identify and describe any technologies used.

### **Describe your department or area:**

- Explain the area's activities and structure.

### **Describe your responsibilities:**

- List your responsibilities.

### **Reflect upon your work term experience:**

- Show how you have contributed to the organization's productivity.
- Elaborate on your learning.
- Explain how you have met your learning objectives and developed skills.
- Explain what influence your work term has had on your career objectives.
- Relate how your background in kinesiology has prepared you for this position.
- Reveal what you have learned about the factors that contribute most to your enjoyment of work, such as management style, degree of autonomy, earning a salary, etc.

### **Present conclusions:**

- Present objective recommendations.
- Present applicable conclusions.

### **Note:**

A research or special project that you may have completed as a requirement of your job should not form the basis of your work term report. You may, however, append a copy of any such report to your final work term report, providing you have obtained permission from your work term supervisor.

## 3. Collect Content

It is suggested that you create a file (a portfolio) in which to collect documents for the work report. You can add journal notes, records of conversations, relevant articles and other documents. Please do not include confidential information.

- Include your learning objectives.
- Consult company brochures, manuals, websites and any other resources.
- Arrange interviews with staff members with knowledge of your area.
- Prepare supportive materials (e.g., graphs, charts and diagrams).
- Keep accurate records of your sources so you can credit them in the bibliography and footnotes.

- Make notes of conversations, assignments, accomplishments, and interesting facts from your work experience.

#### **4. Follow the Format**

A professional appearance gives your report added credibility. Please use a Word or Google Docs to complete your report. Please use Arial font size 12 for the body of the report; 1.5 spacing. APA formatting is not required (but preferred for referencing); and, a creative and yet professional looking approach is expected.

##### **A. Preliminary Pages - 4 pages.**

###### **a. Title Page**

Please see the sample title page in Appendix 2.

###### **b. Table of Contents**

Include a list of headings and subheadings, figures, graphs, any additional material and/or appendices, if applicable.

###### **c. Executive Summary (like a long abstract)**

Write this one-page summary last so you can outline the purpose and scope of the report, along with key conclusions and recommendations.

###### **d. Work Term Release Form**

Include the signature of your supervisor or an appropriate employer representative who has reviewed your report for confidentiality and approved its release to the Co-op Office (electronic signatures are acceptable).

##### **B. Main Body – comprehensive coverage of work term experiences expected, line spacing 1.5 lines.**

###### **a. Introduction**

Explain your objectives for the report.

###### **b. Main report**

Describe your work term experience.

###### **c. Conclusions**

Tie together the main ideas of the report.

###### **d. Recommendations**

Suggest a course of action or present ideas related to topics discussed in the report.

**e. References**

Cite the sources of your quotes. For advice on citing sources, see [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html) . APA is the recommended format style for citing.

**f. Glossary**

Explain technical terms or jargon included in your report that may be specific to your field, company or industry.

**g. Appendices (if included)**

Add any charts, reports, tables or exhibits that are not included in the body of the report.

**Creativity Welcome:**

If you have an idea for presenting your work report in an innovative way, our guidelines should not inhibit your creativity. We've seen excellent reports presented as websites or short stories. As long as your report incorporates the required content and analysis, we welcome you to try a fresh approach. Please discuss your idea with your School of Kinesiology co-op advisor and work-term supervisor before you begin.

**5. Check it Out**

Your report is an example of the quality of your work and should appear suitably professional for presentation to your immediate work place supervisor and other members of the executive of the organization. You are strongly advised to use, but not totally rely on, your software's spelling and grammar checkers – for example; there, their, and they're may all be spelled correctly but have very different meanings. Be aware of words that are spelled differently in American and Canadian spelling – most often spell check programs only give the American – for example; behaviour, honour, etc.

**Review the following qualities:**

- Is your report free from errors in spelling, punctuation, and grammar?
- Have you presented the information clearly?
- Have you analyzed the topics thoroughly?
- Have you checked the facts?
- Have you reflected on your work term experience?
- Have you ensured that you followed the evaluation criteria?
- Has your supervisor signed the report?

## 6. Submission Deadline

**All Kinesiology Co-op Work Reports are due by the end of the first week of classes when you return to school in September or within two weeks following your current 4-month work term block.**

Your work report must be received by the deadline provided. If you submit a late report we may review your co-op status, unless you have received approval from your advisor for an extension due to extenuating circumstances such as serious illness.

## Explanation of Evaluation Criteria

- Your School of Kinesiology Co-op advisor will evaluate your work report.
- Your report will be judged on the following criteria;

### 1. Format

Have you:

- included all the required sections, as outlined in Follow the Format?
- ensured that your report looks professional?

### 2. Quality of Content

Have you:

- outlined your learning objectives?
- provided descriptions of the department and the organization?
- described your responsibilities?
- reflected upon the experiences gained?
- included relevant charts, tables or graphics?

### 3. Literary Quality

Have you:

- used correct spelling and grammar?
- written clearly and concisely?
- used appropriate referencing technique (APA expected)?

### 4. Quality of Analysis

Have you:

- shown how you met your learning objectives?
- analyzed the subject matter thoroughly?
- provided suitable conclusions and recommendations?
- demonstrated a clear understanding of your work place and your role?

Your report must meet our standards. If your work report is judged unsatisfactory, you will be required to submit a revised report within two weeks of your exit (back-to- campus) interview.

## **Appendix 1 Learning Objectives**

### **What are learning objectives?**

- Goals you set for your learning during the work term. Some of your learning will occur formally, through training or research, and some will occur informally, through experience. You may set goals for learning about topics like professional ethics, computer software, social media/advertising, and you may set goals for developing work habits, employment skills or technical expertise.

### **Why do I need to write learning objectives?**

- The goal of co-operative education is to combine academic and practical learning. Setting objectives for your learning is an integral part of your co-op experience. In addition, learning objectives are a required component of your work term report.

### **When do I write my learning objectives, and who reads them?**

- You can set your learning objectives as soon as you are fairly certain what your job entails. Most co-op students reach this point within a couple of weeks of starting their job. We recommend that you discuss your objectives with your work term supervisor early in the work term and include the criteria your supervisor will use to evaluate you.

Once you have identified and written your learning objectives (usually within the first couple of weeks of your work term) please provide a copy to your School of Kinesiology coop advisor for review and approval. After reviewing your objectives, your advisor may contact you for clarification of any areas of concern or question. (Please send your objectives by e-mail before your scheduled monitor/phone follow-up with the co-op office)

### **How do I write learning objectives?**

- Identify objectives that are **SMART**: **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imely (Time – when you plan to accomplish them).
- Ask your supervisor for suggestions.
- Explain how you will reach each objective.
- Most co-op students set five or six learning objectives.
- You are unique, so your learning objectives should be different from those of other students.

**You are encouraged to create objectives that are relevant and meaningful for you and your employer. The following questions may help with this process:**

- Which theoretical concepts can I apply to my work?
- What technical skills will I develop?
- Will I learn new programs, equipment, or procedures?
- What work habits do I hope to develop?



- Which personal skills, such as communication, teamwork, organizational and analytical skills, will I improve?
- What research can I conduct in the field, business, or industry?
- What can I learn about corporate/employment culture?
  - ...professional ethics?
  - ...the ethical standards that apply to this business/industry?
  - ...career opportunities in this field?

**What if I cannot meet all my objectives?**

- We recommend that you review your objectives regularly to monitor your progress. Even if you are unable to meet certain objectives, you can still demonstrate learning. In your work report, explain why you could not meet those objectives and discuss what you have learned from the experience.

**School of Kinesiology Co-op Program**  
**LEARNING OBJECTIVES**

After reviewing the attached discussion of learning objectives, please record your objectives and explain the steps you will take to attain each one. Record information on this form or create your own form.

<b>OBJECTIVE</b> (Skill, Knowledge, Work Habits)	<b>HOW I PLAN TO REACH OBJECTIVE</b> (Steps I will take)
1.	
2.	
3.	
4.	
5.	
6.	

Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

**Appendix 2  
Sample Title Page**

**SCHOOL OF KINESIOLOGY  
CO-OP WORK REPORT  
LAKEHEAD UNIVERSITY**

**Descriptive/Reflective Report**

(dates)

**Prepared by:** Student Name

**Employer:** ABC Ltd.

**Signature:** Student signature

**Date:**

**Approved by:** Supervisor Name

**Title:** Work Place Supervisor

**Signature:** Supervisor signature

**Date:**