Work Term Report Guidelines – Engineering

Formal Work Term Report

A student enrolled in the Co-op/Internship 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. A work term is defined as a four-month Co-op/Internship job placement. The report is to be submitted to the Student Success Centre within 1 week following the completion of each work term.

Report Guidelines

The work term experience 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, double 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.
- The percentage of time applied to each of the five experience criteria.

The student is requested to check out the Web site of Professional Engineers of Ontario at http://www.peo.on.ca/ for the “Guide for Pre-Graduation Experience” as guidance to prepare the work term report.

Employer Documentation:
http://jobs.lakeheadu.ca/co-op-work-term-evaluation/