

UNIVERSITY OF VICTORIA  
FACULTY OF ENGINEERING  
TERM YEAR WORK TERM REPORT

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**TITLE**  
**SUBTITLE**

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Department of Mechanical Engineering  
University of Victoria  
Victoria, BC

FIRST LAST  
V00  
Work Term NUMBER  
DEPARTMENT Engineering  
EMAIL@uvic.ca

May 12, 2015



**Supervisor's Approval: To be completed by Employer**

I approve the release of this report to the University of Victoria for evaluation purposes only.  
The report is to be considered (select one): ☐ NOT CONFIDENTIAL ☐ CONFIDENTIAL

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ E-Mail: \_\_\_\_\_ Fax : \_\_\_\_\_

If a report is deemed CONFIDENTIAL, a non-disclosure form signed by an evaluator will be faxed to the employer. The report will be destroyed following evaluation. If the report is NOT CONFIDENTIAL, it will be returned to the student following evaluation.

STREET  
Victoria, BC, POSTAL CODE  
PHONE NUMBER  
EMAIL@uvic.ca

May 12, 2015

FIRST LAST  
Co-op Coordinator  
Faculty of Engineering  
University of Victoria

**Dear Mr. LAST,**

Please accept the accompanying work term report entitled "TITLE."

This report is the result of work completed at PLACE during the TERM of YEAR. During this term I worked for SUPERVISOR, doing WORK. as part of this work I TASKS/ACCOMPLISHMENT.

I was able to expand my knowledge of THINGS. My skills in STUFF were greatly enhanced. All of which will serve me well in my continuing education and future career.

I would like to thank PEOPLE for SOMETHING throughout the term.

Sincerely,

FIRST LAST

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## Summary

Summary here

# Glossary

Uvic University of Victoria

# **1 Introduction**

Intro text

# **2 Conclusions**

# **3 Recommendations**

Recommendation text

references will go here, remove this line

# Appendix A   First Appendix



## Appendix B   Second Appendix