

University of Victoria  
Faculty of Engineering  
Date Work Term Report

Name of your report

Employer name  
Employer address

Your Name V00XXXXXX  
Work Term X  
Something Engineering  
yourname@uvic.ca

January 2, 2015

In partial fulfillment of the requirements of the  
Bachelor of Engineering Degree

**Supervisor's approval: To be completed by the Co-Op Employer**

I approve the release of this report to the University of Victoria for evaluation purposes only.

The report is to be considered:   ☐ 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.

123 Fake St  
Victoria, BC  
H0H 0H0

January 2, 2015

My Coordinator  
Co-op Coordinator  
Faculty of Engineering  
University of Victoria  
P.O. Box 1700  
Victoria, BC  
V8W 2Y2

Dear My Coordinator

Here is a bunch of stuff to include in the letter: (i) The title of the report (ii) Your work term number (first, second, third, etc.) (iii) Your year and discipline, eg. 3A Mechanical, 2B Electrical (iv) The name and location of your employer (v) The main activity of your employer (vi) Your project or area of work (vii) The scope of the report, i.e. what facets of the problem are discussed (viii) Disclaimers, special problems encountered, or extenuating circumstances, if applicable (ix) A statement that the report is confidential, if it is (x) Acknowledgements of helpful people, groups or organizations (xi) Any other features that may be of interest to the reader.

Yours faithfully,

Your Name  
University of Victoria  
Something Engineering student  
Term XX

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**List of Tables**

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## Summary

The summary is written for the general reader who wishes to be familiar with the content of the report while avoiding details. The summary is a separate report, stating the engineering problem, the approach to the solution, the main conclusions and recommendations. It is written after the main report has been completed. Items in the main report such as tables, figures or sections, are not referred to in the summary. The summary is normally presented centered on its own page, and is less than one page in length.

## **Glossary**

**Uvic** University of Victoria

# **1 Introduction**

The introduction introduces the report to the reader by:

- making a few background statements about the company/organization
- introducing the subject to be discussed
- mentioning why the subject is important
- outlining the content of the rest of the report.
- containing sufficient background information for the reader to understand the rest of the report.

Introductions should never be longer than the discussion. If a significant amount of background information is required, some of the material may be included as appendices. The introductory material may be presented in several sections to cover the scope of the report as well as provide the necessary background information. In the sample Table of Contents, the introductory portion is contained in sections 1 through 4.

# **2 Discussion**

The discussion is the foundation of a report. It presents evidence in the form of referenced facts, data, test results, and analysis upon which the conclusions are based. A well-written discussion flows logically from concept to concept to lead the reader to the appropriate conclusions. The discussion may contain several sections if several concepts are presented. In the sample Table of Contents, the discussion is contained in subsections 5.1 through 5.5.

# **3 Conclusion**

Conclusions are the results derived from the evidence provided in the discussion. No new material is presented in the conclusion.

## **3.1 sub conclusion**

When presenting more than one conclusion, state the main conclusion first followed by the others in the order of decreasing importance, to ensure the maximum impact on the reader.

# **4 Recommendation**

Recommendations are an outline of what further work needs to be done based solidly on the information you previously presented in the report. They have the greatest impact



when written using action verbs. Again, do not introduce new material or concepts here[1][2][3].

## References

- [1] M. Zuckerberg, “A popular website.” <http://www.facebook.com>, January 2003. Accessed: July, 2005.
- [2] S. Brin and L. Page, “The goog.” <http://www.google.com>, April 1999. Accessed: March, 2001.
- [3] “University of victoria co-operative education and career services.” <http://www.uvic.ca/coopandcareer/studentsalumni/coop/programs/engineering/>. Accessed: January, 2015.

## Appendix A   My appendix

Here is some text for my appendix.

## **Appendix B   Another appendix**

Here is another appendix. It has multiple pages. Watch the page numbering.



## Appendix C Last appendix

This is the last appendix.