

University of Victoria
Engineering & Computer Science Co-op
Work Term Report
TERM YEAR

Title

Company Name
CITY, PROVINCE, COUNTRY

FIRSTNAME LASTNAME
STUDENT NUMBER
Work Term XXX
Computer Science
UVICEMAIL@uvic.ca
MONTH DAY, YEAR

In partial fulfillment of the requirements of this co-op term

Supervisor's Approval: To be completed by Co-op Employer

This report will be handled by UVic Co-op staff and will be read by one assigned report marker who may be a co-op staff member within the Engineering and Computer Science Co-operative Education Program, or a UVic faculty member or teaching assistant. The report will be either returned to the student or, subject to the student's right to appeal a grade, held for one year after which it will be destroyed.

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

Signature: _____ Position: _____ Date: _____

Name (print): _____ E-Mail: _____

For (Company Name): _____

Professional Reflection

Role Overview

Your report will not be accepted if this section is missing and your marker will ask you to resubmit a new report with the included section. This section contains three mandatory subsections and should be at least one page but no longer than two pages. The professional reflection should be at least 150 words, appear by itself on a separate page(s) and is the only section of the report that may be written in the first person.

Role Overview

- Describe the main technical tasks that were undertaken as a part of your role with the company.
- Identify if you worked with the development team, testing team etc. and give general details about team collaboration and support.

Technical Skills & Industry Knowledge

- Discuss the technical tools used during the work term i.e. programming languages, development platform or framework, e.g. Python, React, Ruby on Rails, and reflect on how the exposure to these tools impacts your technical skills. Include information on any course you have taken during your studies to date that gave you exposure to any of the languages or tools you highlight.
- Discuss how the work term increased your industry knowledge and provided additional awareness of the associated tasks for the specific role.

Career Goal Impact

- Discuss some of the personal (nontechnical) aspects of your work term. For example, you could discuss how working in the particular role may impact your career objectives; if the experience on the work term will impact the remainder of your academic studies (courses to take etc.) and whether the size and dynamics of the team and work environment informed your current or future expectations about the kind of companies you would target in the future.

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Executive Summary

The executive summary is an overview of the entire report that contains salient details to give the reader an understanding of the full contents in the report. It should be at least 100 words but no longer than one page, appear by itself on a separate page and should:

- concisely summarize the major points of the main text
- include highlights of the conclusions and/or recommendations

Glossary

If the report contains acronyms or terms that may not be familiar to your audience include a glossary explaining these terms. The glossary defines specialized technical terminology including acronyms, listing them in alphabetical order and should appear by itself on a separate page. The list of symbols defines the mathematical symbols used in the report. Any mathematical symbols or constants included in the report should be defined since most mathematical usage is not standardized.

Google Closure	A set of tools that helps developers build web applications using JavaScript.
GUI	Graphical User Interface. This interface enables users to interact with electronic devices.
HTML5	Hyper-Text Markup Language. The fifth version of the standard markup language used for creating web pages.
HTTP	Hypertext Transfer Protocol. The protocol used by the web that defines how messages are formatted and transmitted.

1 Introduction

The introduction identifies the subject of the report and states its purpose, significance or objectives. For example, the subject could be the solution to a particular problem, the development, maintenance or testing of some software, the testing of some hypothesis or the analysis of some procedure. In the case of an extended work term, the relevance of this report to previous or similar work should be discussed. Limitations of the report, such as aspects that will not be described, should be included. The introduction should also briefly describe the company or organization where the work was done, and should include a summary of the organizational structure of the remainder of the report. Introductions should never be longer than the discussion. If a significant amount of background information is required, some of the material should be included as an appendix.

2 Discussion

The main body of the report should contain a clear and informative description of what you accomplished on your work term. Include the approach, methodology, techniques or software used. Discuss any possible alternatives. Present any results and any data or information collected, possibly using tables, or figures. Any relevant background theory can be given.

- The main body or text should be divided into numbered sections with headings. Emphasize the technical aspects. What problems did you encounter? What decisions did you make? What were the consequences of these decisions?
- Do not include any non-technical personal experiences (such as social events, issues concerning transportation to and from the work place, or congeniality of co-workers).

2.1 UVic Edge Logo

Figure 1 is an example of adding a figure. A figure should be referenced appropriately by number. The figure should also be discussed within the text and not be purely decorative. The UVic Edge Logo represents UVic [1].



Figure 1: UVic Edge Logo

2.1.1 Python Code

Figure 2 is an example of adding a code sample. The code block presents a function named `function` that prints “Hello Work Term Report”.

```
def function():  
    print('Hello Work Term Report')
```

Figure 2: Python Code

2.2 Example Table

Table 1 is an example of adding a table. The table showcases bold face text and centred elements. The table will appear in an appropriate location based on the remaining content.

Header 01	Header 02
Text	Descriptive Text

Table 1: Example Table

3 Conclusion

Conclusions are the results derived from the evidence provided in the discussion. No new material is presented in the 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. If there are recommendations include them in this section.

4 Recommendation

Conclusions are the results derived from the evidence provided in the discussion. No new material is presented in the 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. If there are recommendations include them in this section.

Acknowledgments

The student's supervisor should be acknowledged, as well as any others who were of help during the work term or who had input to the work term report.

References

- [1] “University of Victoria.” (2022), [Online]. Available: <https://uvic.ca> (visited on 04/20/2022).

Appendix A Appendix Title

Appendices may include code snapshots, computer programs and/or output, and supplementary figures or tables that provide additional supportive information. Any information appearing in an Appendix must be referred to in the main text of the report.

Victoria, B.C., Canada

MONTH DAY, YEAR

FIRSTNAME LASTNAME

Co-op Coordinator

Co-operative Education & Career Services

University of Victoria

Victoria, B.C., Canada, OFFICE NUMBER

Dear FIRSTNAME LASTNAME,

Formal submission pleasantries and information about yourself.

A little bit about the information regarding the work term. Add information about your contributions to the company during your work term.

Talk a bit about what you worked on during your work term and how it relates to the work term report.

Special acknowledgment to the Co-op department and your supervisor.

Restate your excitement on submitting your work term report.

Yours faithfully,

FIRSTNAME LASTNAME

University of Victoria

ECS Student

Year YEAR - ECS XXX