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

WORK TERM REPORT TITLE

Company Name
CITY, PROVINCE, COUNTRY

FIRSTNAME LASTNAME
STUDENT NUMBER
Work Term 00X
Engineering & Computer Science
EMAIL@uvic.ca
MONTH DAY, YEAR

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

Professional Reflection

Include your job title, the company name, and the work term. This information should appear under the section heading.

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.

Table of Contents

List of Figures

List of Listings

List of Tables

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

CSS Cascading Style Sheets. 3

HTML Hyper Text Markup Language. 3

Term A detailed definition of the term. A very long description of a term that wraps around. 3

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.

1.1 Problem Background

Background information related to the problem. Add relevant information and setup the problem definition.

1.2 Problem Definition

Discuss the problem that the report will address in the discussion section. Include any information about the work term report structure and what will be discussed in section order.

1.3 Problem Limitations

State the limitations of the report and highlight any topics that will not be discussed.

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 Image Example

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

2.2 Table Example

Table 1 is an example of a table and its reference. The table is centered, but it can appear in any alignment. You can also use the `tabularx` package to manipulate the appearance.

Tables Generator is an excellent resource for creating tables. The tool can be found at https://www.tablesgenerator.com.

	Heading	**Heading**
Sub Heading	Text	Text
Sub Heading	Text	Text

Table 1: Table Example

2.3 Section Headings Example

The following is an example of section headings. The section headings available are section, subsection, subsubsection, and paragraph. A fifth section heading can be

include with a command. The command will be like the command for adding paragraph as a heading. Listing 1 shows the code needed to include a fifth section heading.

```latex
\setcounter{secnumdepth}{5}
\setcounter{tocdepth}{5}

\titleformat{\subparagraph}
{\normalfont\normalsize\bfseries}{\thesubparagraph}{1em}{}
\titlespacing*{\subparagraph}{0pt}{3.25ex plus 1ex minus .2ex}{1.5ex
    plus .2ex}
```

<div align="center">Listing 1: LaTeX Command</div>

2.3.1 SubSubSection Heading Example

This is a subsubsection heading example. The section title will appear in the table of contents automatically.

2.3.1.1 Paragraph Heading Example

This is a paragraph heading example. The section title will appear in the table of contents. It is manually added with the commands found in 'main.text'.

2.4 Math Example

The following is an example of adding math into your report. You can include both inline math and display math. Inline math mode looks like this $x^2 + y^2 = z^2$. And a display math mode looks like this...

$$\sqrt{x^2 + 1}.$$

Overleaf has an amazing document section for mathematical expressions. You can view the document here: https://www.overleaf.com/learn/latex/Mathematical_expressions.

2.5 Glossary Example

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.

This is an example of adding a glossary entry here for an acronym such as Hyper Text Markup Language (HTML). And this is an example for a normal term such as Term. Another example for CSS using the acronym command for reference.

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.

Acknowledgements

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 01/01/2022).

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.

Appendix B - Hello Work Term Report

Listing 2 is a python code snippet from a file in the snippets folder. Using a code file can improve readability.

```python
def hello():
  print(''Hello Work Term Report'')

def main():
  hello()

if __name__ == '__main__':
  main()
```

Listing 2: Hello Work Term 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, XXX XXX

Dear FIRSTNAME LASTNAME,

Formal submission pleasantries and information about yourself.

A little bit of 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
Engineering & Computer Science
Student
Year X - CSC 00X