

What your PD11 work term report must include

The requirements for a PD11 Engineering work term report are as follows:

Title Page should include (in order):

- University of Waterloo
- Faculty of Engineering
- Title of report
- Name and location of your employer
- Your name
- ID number
- Program (e.g., Chemical Engineering)
- Previous academic term and program
- Date when the report was prepared

Letter of Submittal

The letter of submittal must follow the format of a standard business letter. For PD11 reports, your letter should be addressed to the people evaluating your report (e.g., PD evaluators)

- report title and number (your first, second, and so on)
- previous academic term
- employer, supervisor, department/division/etc., location
- main activity of employer and department
- purpose of report
- acknowledgments and explanation of assistance received
- statement that you have checked the report for spelling and grammar errors to the best of your ability
- statement of endorsement ("This report was written entirely by me and has not received any previous academic credit at this or any other institution.")
- your name, ID number, and signature

Executive Summary

- purpose of the report
- scope of the report
- major points, including a summary of your research methodology or analysis
- highlights of the conclusions and recommendations

Table of Contents

- Lists all main sections and subheadings, with page numbers

List of Figures and List of Tables

- List figure titles with page numbers; list table titles with page numbers

Main Report (approximately 10-16 pages) consists of Introduction, Literature Review, Materials and Methods, Results and Analysis, and Discussion.

Introduction

- Describe the problem or project
- Clearly state the objective(s) of the report

Literature Review / Background information

- Provide sufficient background and theory to allow your analysis to be understood.
- Tailor the literature review to the work you are doing.
- Succinctly present any technical material necessary for the reader to understand the report.

Materials and Methods (if appropriate)

- Clearly describe the procedures used in your analysis, your description should allow anybody to repeat your work.
- Be precise and complete but also as concise as possible.
- You can use citations to already established procedures, for example: DNA was extracted from the stool samples following the procedures described by Dumpman et al. (2016).

Results and Analysis

- Begin with clear a statement of the problem being solved in the report and the requirements, criteria, or constraints necessary to know whether the problem is solved through the rest of your analysis
- Give a clear and concise written presentation of the results of your analysis
- Incorporate at least one table and/or figure in your report. Having no figures or tables may be an indicator that your report contains insufficient analysis.
- Use appropriate sectioning to improve the flow of information

Discussion

- Includes your interpretation of the results in the context of your work and that of others

Conclusions and Recommendations

- Conclusions must be supported by your results and discussion
- Recommendations are clear, specific suggestions to the audience that are based directly on your analysis and conclusions

- Recommendations may be to implement something (e.g., do a full-scale trial of your new formulation), to do more work in the area (try and specify what could be considered), to apply the approach to other areas (again, specify if possible), etc.
- Recommendations may be negative (i.e. do not proceed further).

References

- Use APA Style formatting for both the reference list and in-text citations.

Appendix (if appropriate)

- Place any detailed technical content (such as calculations, code, figures, and tables) that are indirectly related to your work in the appendix (but be sure to refer to them in the body)

Work report formatting

- 12-point serif font (Times New Roman)
- One inch margins on all four sides of the paper
- Double spaced (except letter of submission, table of contents, and the list of figures and tables)

Page numbering

- Title Page – **no page number** appears, but the Title Page is considered page **i**;
- Letter or Memorandum of Submittal – **no page number**; considered an insert for academic purposes only;
- Executive Summary – first page of the report to indicate a page number – **ii**
- Table of Contents – usually **iii**
- Introduction begins on page 1. The remainder of the report is numbered sequentially.

Figures and Tables

- Professional appearance
- Legends must include figure number, title, short description
- Your legend should be sufficiently detailed to allow the reader to understand the information in the figure/table without consulting the text; this legend should not be copied from the original source.
- Tables must include table number and a descriptive title
- Figures and tables must be referred to in your main text