

Bachelor of Computing Co-op Work Term Reports

Co-op Work Term Report Guidelines

All co-op students must complete a Co-op Work Report at the conclusion of every 4-month work term. Please refer to B. v. of the [Co-op Policy Agreement](#) for specific details on Co-op Work Report requirements.

The report is in the form of a website, and you may keep adding to it as you gain co-op experience. It is a portfolio of your capabilities and experiences. Please hand in your report's URL on CourseLink: <https://courselink.uoguelph.ca/d2l/home/921116>

If your work was confidential, please see the section on confidential work term reports below. Do not write anything confidential in your report. If in doubt, please check with your employer or supervisor.

Do not require a login to read the report.

Report grading:

- Outstanding: Creative, engaging writing, outstanding reflection on the work term, well formatted and styled, easy to read, one page, with original images relevant to the writing, and with some creativity that makes it stand out.
- Very good: very good writing and reflection, nicely styled, with less reflection and less engaging writing, not one page, less or no original images to support the writing.
- Good: Covers the work term goals well, a little reflection, little or no original images, not one page or styling and font make it challenging to read.
- Satisfactory: a brief report covering work term goals and who the employer was, no original images, little to no styling.
- Unsatisfactory: even less content and styling than "satisfactory". In this case the student would need to improve the report or be dropped from Co-op.

Web Pages: Style

Create a visually appealing, easy to read website. Consider what characteristics make

for readable websites, for example online news. Unless you can do better, using a framework such as [Bootstrap](#) or a template in WordPress or Blogger is highly recommended. Test your website on a variety of browsers and operating systems to make sure it looks good and nothing breaks.

Web Pages: Content

The website should reflect on aspects of your work term experience, highlighting what you did and what you learned, including referencing your goals/learning outcomes and reflections. Please review the Elements of Work Term Report below.

Please note: These are guides and not strict requirements.

Abstract/Introduction

Introduce the reader to your work by telling them what you hope they will take away from the website. Make this short and to the point. When did you work, where, what did you do.

Information about the Employer

Briefly describe your employer and the area of computing science that is related to this company or agency. Include interesting facts about the employer (people, location, products, etc.).

Goals

What were your goals/learning outcomes for this work term?

Did you develop goals relating to your job tasks?

What skills did you want to learn? How will these tasks benefit your next work experience?

What technologies did you want to work with and why?

Reflecting on your goals/learning outcomes, what goals did you complete? What goals were you not successful in completing and why?

Job Description

Give an overview of your job or project. Highlight the most interesting or unique aspects of your job. What skills did you need for the job? Did you learn them in class or on the job?

Conclusions

Review and repeat what is important. If your audience were asked to describe the contents of your website, what would you want them to say?

Acknowledgments

Is there something or someone that needs acknowledgement?

Confidential Work Term Reports

If your work was confidential, do not make a website about it. If in doubt, please check with your employer or supervisor. This could be because of where you worked or what you worked on.

You still need to hand in a website. Instead of writing about your work, write about a computer science topic you find interesting, or an approach to computing work that you like or dislike. Do not require a login to read the report.