Co-op work-term report outline

A structure for a work-term report. Your co-op office's guidelines on length, format, confidentiality and due date come first, and your employer may need to approve what you share.

NAME _____ DATE _____

Front matter: Title page: [report title, your name, student number, program, employer, work term and dates]

Letter of submittal, if your co-op office asks for one: [to whom]

Executive summary: [what the report covers and your main findings, in one paragraph]

Body: The employer and my role: [organization, team, what it does, my title and main duties]

Learning goals: [goals you set at the start and whether you met them]

Main project or topic: [problem, what you did, tools used, results]

Skills: [technical and workplace skills you used or built, with examples]

Challenges: [what was hard and how you handled it]

Link to my studies: [courses that helped and what you will take back to class]

End matter: Conclusions and recommendations: [for the employer, the co-op program or future students]

Co-op work-term report outline (continued)

References: [in the citation style your program uses]

Appendices: [diagrams, data or samples the employer allows you to share]

Before you submit: ☐ Supervisor approved any confidential details

☐ Length and format match the guidelines

☐ Submitted by [date] through [portal]

Replace every [bracket] with your own words.