**Work Term Report Guidelines**

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| Student information |

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| Student name |  | Student ID |  |
| Department |  | Professor |  |
| Company |  | Supervisor |  |
| Work term start date |  | Work term end date |  |

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| Purpose |

Students demonstrate that they can:

* correctly apply concepts related to a particular case in their field or to their general internship experience
* present knowledge from the literature well and explain the relationship with their work experience
* analyse and/or critically reflect on their internship experience
* write well

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| Structure |

* Title page
* Internship context
* Body of the report

• Introduction

• Theory

• Case study / Analysis

* Bibliography

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| Format |

The report should be of a professional style and should include contents in this sequence:

* Title page
* Abstract
* Acknowledgments or dedication
* Table of contents
* List of Figures, Tables, Illustrations, Appendices, Symbols or Abbreviations (where applicable)
* Text of Report
* Bibliography or References
* Appendices (where applicable)

Style should follow one of the manuals listed here. Please check with your department or supervisor for the appropriate style guide to follow in your field.

* IEEE Editorial Style Manual (Piscataway, NJ: IEEE Periodicals Transactions/Journals Department, 2016) <https://library.concordia.ca/help/citing/ieee.php>
* K.L. Turabian. A Manual for Writers of Term Papers, Theses, and Dissertations. (Chicago: University of Chicago Press, 2007).
* MLA Handbook for Writers of Research Papers (New York: Modern Language Association 7th edition, 2009)
* The Chicago Manual of Style (Chicago: Chicago University Press, 2010) <http://0-www.chicagomanualofstyle.org.mercury.concordia.ca/book/ed17/frontmatter/toc.html>
* American Psychological Association (APA) Style Guide, 6th edition, 2010 (2009). <http://library.concordia.ca/help/howto/apa.php>

Length of the report will be determined by the department or internship supervisor.