

WORK TERM REPORT GUIDELINES – ANTHROPOLOGY

(Revised December 1, 2021)

Work Term Reports are due on the **fifth (5th)** class day of the semester following completion of your work term. Submit your Work Term Report to the Co-op Faculty Advisor (currently, Dr. Renee Sylvain: rsylvain@uoguelph.ca).

OBJECTIVES & EXPECTATIONS

The purpose of a work term report is to provide students with an opportunity to develop the following skills:

- Collecting, organizing, and presenting information in a clear, concise, and coherent form.
- Compiling and presenting written reports for a non-academic, professional readership.
- Reflecting on and reinforcing analytical and problem-solving strategies in professional environments.
- Advancing an understanding of academic work in relevant fields.

The report should contain contextual information about the work place, such as how the workplace is situated within a particular industry, or in a government service industry or community-based advocacy network. This will require research on the institutional context of the workplace.

The report is intended to give students an opportunity to integrate what they have learned in their course work with what they learn working in public or private sector employment off campus. Thus, the report should include critical thinking and reflection on work experiences that engage relevant scholarship.

Engagement with the relevant scholarship may come in the form of a discussion of workplace culture, diversity and inclusion, status systems and hierarchies, social dynamics, etc. Students are encouraged to discuss possible relevant academic themes with their Co-op Faculty Advisor prior to and/or during the work placement. The report should mobilize scholarly ideas, but in accessible language. **Your report must references at least five (5) peer reviewed academic sources.**

REPORT FORMAT:

- The report must be 2,000 to 2,500 words (8-10 double-spaced pages, 2.5cm/1.0in margin). (Letter of Submission, tables, figures, Works Cited, Glossary, Appendices, etc. are not included in the word/page count.)
- Do not use double-space for the Letter of Submittal, Table of Contents, and the title page.
- Apply consistent section and subsection heading styles throughout the report.
- Use a readable 12pt font (e.g., Times New Roman, Arial, Calibri).
- Number the pages of the report, except for the cover page and Letter of Submission.

The Work Term Report should include the following sections:

i) **Title Page** - include the following information:

University of Guelph
Department of Sociology and Anthropology
College of Social and Applied Human Sciences

Title of report
Your name
Name and location of your employer
Co-op course number
Date of submission

ii) **Letter of Submittal** - a brief cover letter addressed to the Co-op Faculty Advisor, and formatted as follows:

Your address [Street, City, Province/Territory Postal Code]
Month Day Year

Co-op Coordinator's name
University of Guelph and Department address

Salutation (Dear --),

- Introduce your report, including the title of the report.
- Provide a brief description of your employer (include name of the company/organization).
- Indicate the role of your immediate supervisor (include supervisor's name).
- Briefly describe your duties and responsibilities.
- Include acknowledgement of assistance and statement that the report is your own work.

Signing the Letter of Submittal certifies that the student completed their report by their own efforts, and that it has not been previously been submitted for evaluation at the University of Guelph or at any other education institution. Collaboration with a work term supervisor or co-worker(s) must be pre-approved by the Co-op Faculty Advisor and fully described and acknowledged in the Letter of Submittal.

Your signature,

Printed first name and last name
Student ID#

- iii) **Table of Contents** - list all main sections in your report, as well as any subsections. Add lists of tables, figures, and/or appendices at the end of the Table of Contents, if appropriate.
- iv) **Executive Summary** - provide a brief, informational summary (abstract) of the content of the report. It should offer a clear, concise, and reader-friendly overview of the report.
- v) **Work Term Placement** - provide contextual information about your workplace. Give an overview of the general industry or service sector in which your work place is situated.
- vi) **Work Term Duties and Objectives** - describe the specific context of your work place (organizational structure, number of employees, kinds of jobs performed by employees, the team you worked with etc.). Provide information about your duties, roles, and responsibilities.
- vii) **Professional Skills Developed** - describe the learning objectives established by you and your employer at the beginning of your work term. Describe major projects and minor tasks you carried and discuss how they contributed to the development of your professional skills. Be specific about which professional skills you developed.
- viii) **Academic background and Work Place Experiences** - describe the academic goals and objectives that your work placement was intended to help you achieve. Discuss work experiences that offered you opportunities to apply and/or reconsider scholarly concepts relevant to your work place.
- ix) **Concluding Remarks** - provide an assessment of whether and how well your professional and academic objectives were met and offer helpful closing observations about the placement and program.
- x) **Works Cited** - include scholarly and grey literature. (Style Guide will be supplied by Co-op Faculty Advisor.)

The Anthropology Co-op program is intended to help students:

- Communicate effectively, accurately and professionally, in traditional and innovative written and oral forms, including visual and technological.
- Develop and practice intellectual curiosity, analytic, problem-solving, decision-making and listening skills.
- Apply sociological and anthropological theories and methods to develop and evaluate policy.
- Engage in respectful, reciprocal and mutually-beneficial ways with people at the local, national and/or global levels to advocate for and advance equity and social justice.
- Demonstrate personal, professional, and academic integrity and ethical reasoning.
- Demonstrate leadership, teamwork, accountability, personal organization and time management

Be sure that the content of your report addresses how you developed some or all of these specific skills and how you advanced your know knowledge of anthropological or sociological theories/methods through your work experiences.