Environmental Geomatics Work Term Report Guidelines- Revised Feb 2021
Rubric at the end (revised Dec 2021)

Learning Outcomes (LOs) for Work Term Reports
The following LOs are focused on problem-solving and critical thinking, communication, professional and ethical behaviour, science application, and professional development.

1. Apply inquiry, analysis and problem-solving skills to address environmental geomatics problems in a real-world and professional setting.
2. Demonstrate personal and professional integrity when considering diverse views and perspectives.
3. Reflect on work-integrated learning and connect professional experience to theories and concepts in environmental geomatics.

Work Term Report Guidelines
Our philosophy and approach: The model for work term report guidelines has two key elements: 1) a scaffolding approach to LOs, in that early work term reports build from fundamental principles to (LO1) to more complex (LO3) LOs; 2) will balance personal reflection with clear articulation of the integration between a student's academic program and workplace learning. We recognize that the bulk of credit for a work term comes from the placement itself, not from the report solely. We are purposefully balancing rigor and meaningful reporting with managing time commitments.

Summary and General Guidelines:
Work-term I report: Approximately 1500 word (total) report that identifies at least one instance in which the student applied inquiry, analysis and problem-solving skills they learned previously in course work to a real-world setting. That is, they will be asked to identify the specific ways in which specific courses provided either conceptual or methodological supports for their experience in the field. In addition, we will ask that the student reflect on how this integration of course work and practical application contributed to the student's personal and professional integrity. Requirements: Include a title page with descriptive information (title of report, name, student ID, name of employer, work term) as well as a table of contents, and brief (100-200 words) summary of the work term prior to the reflection. Students are encouraged to review the rubric below before completing their reports.

Work term II report: Approximately 1500 word (total) report that discusses / reflects on the role of the University in preparing students for professional life, and the role of the University in 'job training'. We will ask that the discussion is based on instances, from their experience, of how their course knowledge and scientific knowledge was supported by / enhanced by / critiqued by knowledge(s) 'in the field' and 'in the community' (e.g., discuss the relationship between scientific knowledge and local knowledge). Requirements: Include a title page with descriptive information (title of report, name, student ID, name of employer, work term) as well as a table of contents, and brief (100-200 words) summary of the work term prior to the reflection. Students are encouraged to review the rubric below before completing their reports.

Work-term III (& IV, if applicable) report: Professional presentation of approximately 15-20 minutes that reflects on the challenges and the key takeaways from their program, based on their overall experience across all their work terms. Specifically, students will be asked to reflect on the following: what would you tell an incoming student about this co-op experience (what do you wish you had known before getting into the work term)? What surprised you the most over the years? How can the University and Department better support co-op students? This report will take the form of a presentation, to be submitted to the faculty advisor and then delivered in a forum that is open to all faculty and co-op students, especially those students who would be entering into their first work term in the summer. Students are encouraged to review the rubric below before completing their presentations.

Rubric. In the BSCH EG:C major, three learning outcomes are tied to the work term placements, and assessment of these learning outcomes are tied to the work term reports.

Work Term I Report
Indicate rating* for each item, add comments as needed.

Item	Rating*	Comments
Report Organization Includes: Title page (title, student name & ID, employer name, work term), Table of Contents		
Report Presentation – well-written, free of grammatical issues and typos Total word count ~1500 words		
Brief work term summary (~100-200 words)		
Identify the specific ways in which specific courses provided either conceptual or methodological supports for their experience in the field (work environment). Provide at least one instance/example.		
Reflect on how this integration of course work and practical application contributed to personal and professional integrity (of the student)		
OVERALL		

*Ratings: E=Excellent, VG = Very Good, G = Good, MA = Minimally Acceptable, P = Poor

Work Term II Report
Indicate rating* for each item, add comments as needed.

Item	Rating*	Comments
Report Organization Includes: Title page (title, student name & ID, employer name, work term), Table of Contents		
Report Presentation – well-written, free of grammatical issues and typos Total word count ~1500 words		
Brief work term summary (~100-200 words)		

Discuss on the role of the University in preparing students for professional life, using examples from this work term		
Discuss on the role of the University in job training, using examples from this work term		
How is course knowledge and scientific knowledge supported by / enhanced by / critiqued by knowledge(s) 'in the field' and 'in the community' (e.g., discuss the relationship between scientific knowledge and local knowledge). Use examples from this work term.		
OVERALL		

*Ratings: E=Excellent, VG = Very Good, G = Good, MA = Minimally Acceptable, P = Poor

Work Term III & IV Report (public presentation)
Indicate rating* for each item, add comments as needed.

Item	Rating*	Comments
Presentation organization Includes student name, employer name, work term, sufficient content for 15-20 minutes		
Presentation format Professional appearance (free of typos, practiced, appropriate for the audience)		
Brief work term summaries (2-4 slides)		
Key takeaways from their program		
Advice for an incoming student (supported by evidence/experience/examples)		
Most surprising aspect/s of your experience (use examples from your work terms).		
Ways in which UofG and GEG could better support coop students		
OVERALL		

*Ratings: E=Excellent, VG = Very Good, G = Good, MA = Minimally Acceptable, P = Poor