

Justice and Legal Studies Program***Guidelines for Work Term Reports***

Work Term Reports for Justice and Legal Studies (JLS) Co-op students are organized around three iterative assessments. These reports are designed to have students think critically about their coursework in relation to their work terms. Each report should seek to address how the law, legal processes in Canada (or abroad), and conceptions of justice are germane to students' place of work. The reports will aid students by strengthening their critical and communication skills by enabling them to analyze how the content from their coursework is relevant in the workforce and to future employers.

Below are the details and requirements for three work reports. Students should complete these assignments in order.

1) 750-word reflection

Describe your work term position and your regular duties and responsibilities. Write a short reflection (maximum 750 words) about how your work term relates to the law or an account of justice. For example, what areas of law are relevant in the governance and/or regulation of your workplace? Is your work placement position relevant to public law or private law? This reflection can also consider whether an account of justice is relevant to your work. For example, if you are working for a voluntary organization that does aid work for marginalized groups, your reflection might connect your work experience to a theory of social justice. Similarly, if you are working at a courthouse as a clerk, your reflection might explain how your duties facilitate procedural fairness in the legal system.

2) Presentation for future employer

For this report, the student needs to submit a short 15-minute PowerPoint presentation (8-10 slides). This can be submitted as a PDF file. Imagine you need to present your work experience and JLS education to a future employer. For example, a provincial court judge is hiring a clerk. The judge wants you to prepare a brief presentation summarizing your work term experience, explaining how your JLS education was an asset to this experience, and summarizing why you would be suitable to be hired for the advertised position. Your presentation should identify concepts from your coursework and concepts that you think would be relevant in such a role.

3) 1500-word Final Report

Once the final work term is completed, students are expected to complete a report summarizing each of their placements. This report should bring to bear academic literature and research appropriate to Justice and Legal Studies. This report should draw on the first two reports (Short Reflection and PowerPoint presentation). The purpose of the Final Report is to showcase your knowledge of how your placements connect to legal processes and justice. The application of scholarly material and concepts does not need to be limited to the law, but can also draw upon material connected to your JLS 'area of emphasis' (Business and Management, Canadian Politics and Governance, Gender and Sexuality, Global Relations and Governance, and Arts and Humanities). The final report should address how your work placement is shaped by the law, politics, and legal processes, and/or how it contributes to justice in society broadly understood. Your report should cite between 3-5 peer-reviewed academic sources.

Submitting Work Reports

Each report should adhere to the following format:

- Cover page: Include your name, student number, the title of your report, and the term(s) during which you worked for your employer.
- Cover letter: The first page following the cover page should be formatted as a cover letter addressed to your Faculty Advisor. This cover letter should identify where you worked; your job title; your main responsibilities/projects; and a brief summary (250-500 words) of your report.
- Report: This includes the written assignments described above and, in the case of the PowerPoint presentation, an annotated PDF of the slides. Written reports (reflection and final report) should be formatted as you would a regular academic essay (double-spaced, 12-point serif font). The last page of your report should include a works cited page. Use the [Department of Political Science's Writing Guide](#) for additional information regarding formatting.
- Employer evaluation: If available at the time of submission, attach your employer's comments on your report:
<https://www.recruitguelph.ca/cecs/sites/uoguelph.ca.cecs/files/public/Co-op Work Term Report Employer Comments-Fillable Form.pdf>

If students have any questions about your work report requirements, please contact the JLS Faculty Advisor.