Co-op Work Term Report
Standard Work Term Report Guidelines – Graduate Students

Academic Integrity:

Carleton University demands academic integrity from all its members. The Academic Integrity Policy, which governs the academic behaviour of students, defines plagiarism as "presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own". This includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgment;
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotation marks.

If plagiarism is suspected, an Associate Dean will conduct an investigation. Penalties include removal from the Co-op Program and a grade of Unsatisfactory in the work term course.

Guidelines:

The report should be 1,500 to 2,000 words in length (6-10 typed, double-spaced pages) and should have a cover page which includes the student's name and the date submitted. Prior to submission, the student must have the report reviewed by the workplace supervisor. The student must then submit a "Work Term Report Release Confirmation" via Brightspace.

The content of the report should indicate the kind of work undertaken, analyze the contributions of the student to that work, and assess the learning that resulted from the coop experience. More specifically, the report's contents should:

- Establish the organizational context, purpose, and nature of the work done during the Co-op Work Term placement.
- Identify any particular challenges encountered, and accomplishments achieved by the student in carrying out the work.
- Indicate the main lessons that the student learned in the process of doing the work.
- Analyze the strengths and weaknesses of the Co-op Work Experience.
- Relate the Co-op Work Experience to the student's previous academic studies.
- Discuss how the Co-op experience has influenced the student's future study and career objectives.

Deadlines

All students must submit the Work Term Report using Brightspace.

Please see the main Work Term Report Inventory page for details on submission deadlines.

Extensions will only be granted for requests that are accompanied by a medical note that indicates the student was unable to write the report in the previous four months. Please note that the deadline dates may change according to calendar position. Check your Connect email account and/or this web site for deadline alterations.

Unsatisfactory reports

If the report is judged to be unsatisfactory, the student will be given one opportunity to submit a revised version within 10 days of being notified.