

UOIT
Faculty of Engineering and Applied Science

Guidelines for Internship and Co-op Work-Term Reports*

The primary objective of your report is to document and describe your work-term activities. It should explain how the work improved your skills, knowledge and abilities in engineering or engineering-related areas. You should explain the context of the work term, including your position title and a brief description of the position. Also, the report should include the company name with its main business activities, location and website, as well as your supervisor's name, title and contact information.

The Professional Engineers Ontario (PEO) Pre-Graduation Experience Record Form in appendix 1 should be completed. Additional details should be discussed in the report body. For each topic below, you should describe the experience gained in the topic area and explain how that experience improved your skills, knowledge and abilities in the topic area. Do not repeat information from appendix 1.

1. **Application of Theory.** The activities in this topic area depend on the nature of the work term, but can include one or more of the following: analysis, design/synthesis of a product or sub-system or process, testing methods or implementation (such as cost/benefit studies).
2. **Practical Experience.** Other issues within the broader context of the work experience should be discussed, such as cost, safety and product reliability. There are limitations of practical engineering and related human systems. For example, time management is a practical consideration, as well as standards, codes or other regulations.
3. **Management of Engineering.** Explain how your project may have involved staff supervision or other management roles, such as project management or technology management. This includes aspects of planning, scheduling (tasks and resources) and budgeting. Management of engineering may also incorporate project control, risk assessment or product performance.
4. **Communication Skills.** Explain how your work experience utilized and aided in developing your communication skills. Examples are communication with supervisors, co-workers, clients or government regulators, and can involve both written communication (e.g., reports, letters) and oral and visual communication (such as presentations).
5. **Social Implications of Engineering.** Consideration of social consequences is an important aspect of engineering experience. Discuss how your work involved ensuring public safety and the benefits the work provides to society. Engineers have a responsibility to guard against dangerous conditions, including conditions threatening to life, property or the environment.

Your work report must be word processed and have a professional appearance, and be submitted within two weeks of completion of the work term. The report should be 10–20 pages in length for co-ops and 15–20 pages for internships. Use 1.5 or double spacing with adequate margins and a font size of 11 point or 12 point.

Ensure that your supervisor has reviewed the report before the submission date, and have her/him sign at the bottom of the form in appendix 1 to acknowledge her/his review before submitting. Also, ensure your employer completes appendix 2, and submits it in accordance with the instructions at the bottom of that form.

Students planning to receive work experience credit towards a P.Eng. license from PEO can obtain additional information and documents describing eligible pre-graduation experience from PEO's website (www.peo.on.ca, under "licensing & registration" and "experience required").

* Applicable to courses ENGR 0998U Engineering Internship Program and ENGR 0999U Engineering Co-op Program. *Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act (2002), and will be used for grading and evaluation purposes for UOIT students enrolled in internship and co-op work terms. Questions about this collection should be directed to the Manager of Administrative Services, Faculty of Engineering and Applied Science, UOIT, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, (905) 721-3268.*

Appendix 1 – Pre-Graduation Experience Record Form[†]



Professional Engineers
Ontario

Instructions

- a** - If you are using word processing software such as “Word” or “Wordperfect”, simply enter the information in the shaded fields. (These fields will expand; you can type as much information as you wish in each section.) Otherwise, print the form and provide the information on separate sheets.
- b** - Print the completed form and ask your supervisor to review the information, complete the last portion and sign the document to acknowledge he/she has reviewed the work report.
- c** - Retain the completed and signed form until you are ready to apply for your P.Eng. license. PEO will only determine the eligibility of your pre-graduation experience when you apply for your license.

Section to be completed by the student

Name of student:

University:

Program of study:

Expected graduation date: (month and year)

Work period - From: (DD/MM/YY) To: (DD/MM/YY)

Job title:

Company name:

Job Description

Please describe the engineering component of your position in 3 to 5 sentences.

[†] To be used for internship and co-op work-term reports of students in the Faculty of Engineering and Applied Science at UOIT.

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Application of Theory

Enter the percent of time: %

The application of theory is a mandatory requirement. Therefore it is expected that each position will provide some exposure to this criterion. Clearly outline your contribution to the work that was undertaken.

Other Experience

Enter the percent of time: %

Please describe how your work experience addressed the other four criteria (practical experience, engineering management, communication skills and social implications).

Name of Supervisor:

Title of Supervisor:

Mailing Address:

Phone number:

E-mail address:

Section to be completed by the student's supervisor

As supervisor of this project, I am signing below to acknowledge that I have read the work report.

Supervisor's Signature: _____

Professional Engineer: Yes No License/Registration Number: _____

Date: _____

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Appendix 2 – Employer Survey[‡]

Name of student:

Work period - From: (DD/MM/YY) To: (DD/MM/YY)

Comments on Student Performance

Please comment on the student's performance during the work term and his/her work report, i.e., quality of work and technical, communication and interpersonal skills. Please also comment on the student's ability to learn, dependability and judgment.

Comments and Suggestions for Improvement for UOIT

Your comments regarding the overall process of pre-graduation work experience and suggestions for improvement would be appreciated. Will you hire future students? In your company, are there opportunities for future internship or co-op students from the Faculty of Engineering and Applied Science at the UOIT?

Supervisor's Signature:

Date:

Supervisor's Name and Title:

Address and E-mail:

Please return this form to the Internship Co-ordinator, Hired Career Services, UOIT, 2000 Simcoe Street N, Oshawa, ON, Canada, L1H 7K4, Ph: (905) 721-3034, Fax: (905) 721-3112, Email: internship@uoit.ca.

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Appendix 3 – Grading of Work-Term Reports

The courses Engineering Internship Program (ENGR 0998U) and Engineering Co-op Program (ENGR 0999U) are graded on a pass/fail basis, and numerical grades are therefore not assigned. Work-term reports for these courses are assessed as follows.

The primary requirements of the work-term report are as follows:

1. Satisfactory coverage of each of the five main areas referred to earlier in this document (application of theory, practical experience, management of engineering, communication skills and social implications). The student should indicate if any of the five areas was not covered at all during the work term, with explanations as appropriate.
2. Professionalism of the report, including professional appearance, good organization, clear writing, proper use of language, etc.

To obtain a pass grade in the course, a student must receive a pass for each of the categories reported on in point 1, and for point 2.

Reports must be submitted by the stipulated deadline date. Late reports will be penalized and will only be accepted if a satisfactory written explanation accompanies the report, explaining why the report was late and should still be accepted. Reports submitted more than two weeks after the due date may not be accepted.