

13 Guidelines

for Writing Co-op Reports

KIN 201: Career Development Report

Overview

This section reviews the Kinesiology Co-op Program's requirements for each Co-op work term assignment. Students must complete the work term report specified by these guidelines and submit them by the assigned deadline. Failure to do so will result in a failing grade. Students will submit one report for each work term, according to the following schedule:

Work Term #1 (KIN 101) – Co-op Experiential Report

Work Term #2 (KIN 201) – Co-op Career Development Report

Work Term #3 AND #4 (KIN 301 & 401) – Technical Report

Work Term #5 (KIN 402) - Technical Oral Presentation

Reports must be written on the student's time and not during co-op work term employment hours.

Assignments for your first, third, fourth and fifth (KIN 101, 301, 401 and 402) work term require a **Work Term Release form** to be completed by the student's supervisor with submission of the report or

oral presentation. Work term assignments will not be graded if a release form is not received, and a failing grade may result.

Plagiarism in any form will be viewed as academic misconduct, and will be handled as outlined in the UBC Calendar.

Your Technical Work Term Report must be mailed or hand-delivered.

Objective

During your second work term, you will write a Career Development Report. Those working in the fields of applied health and sport administration must understand the marketplace and the job opportunities that exist within a particular sector. Researching and writing this report will give you a better understanding of factors influencing employment in your sector.

To write this report, you will research the applied health field where you are currently employed, and a field where you would like to work in your future co-op work terms.

Sport/Fitness Training	Physical Rehabilitation	Sport Administration	Research	Health Promotion	Prosthetics/Orthotics
Community/ Municipal Fitness Centres	Exercise prescription (in conjunction with physiotherapy/occupational therapy)	Sport Development (sport governing bodies)	Laboratory Research	Health Promotion Agencies	Manufacturing/ fittings
Personal Training	Cardiac Rehabilitation	Sport Marketing	Sport testing	Corporate wellness/fitness	
Sport performance/ conditioning		Sport Management			

How to Begin Your Report

Identify, from the table above, the sectors of applied health and sport administration that you are currently working in as well as the sector that you would like to work in for future co-op work terms. This is a list of the primary sectors (with some overlap) in applied health and sport administration, however sectors not listed, can still be chosen for this report.

Format

The body of the Career Development Report should be 2,000 – 3,000 words. Other guidelines to follow when preparing the report:

- Use standard, formal English (Canadian spelling). Do not use slang, contractions and colloquialism;
- Double space and use 12 point font with 1” margins;

Assignment

The following table outlines the requirements for this report:

- Define a term and introduce acronyms the first time they are used. You can also include a glossary of terms in the appendices;
- Use section headers and sub-header where appropriate. Start major sections of the report on new pages;
- Number the pages. All prefatory parts (pages which come before the body of the report) are numbered using lower case Roman numerals (ii, iii, iv, etc). The title page is not numbered, but is counted as the first page; numbering begins at ii on the Table on Contents. The body of the report must be numbered in Arabic numerals (1, 2, 3, etc). The first page of text is “1” and begins with the introduction; and
- Bind the report in a suitable protective cover (duotang, cerlox or coil binding)

Section	Purpose	Content
Title Page	Identifies the topic and owner of the report	<input type="checkbox"/> Title of the report <input type="checkbox"/> Your name and student number <input type="checkbox"/> Co-op course number (i.e. Work Term Two – KIN 201) <input type="checkbox"/> Co-op employer <input type="checkbox"/> Date report submitted
Table of Contents	Identifies contents and organization of document	<input type="checkbox"/> Section headings <input type="checkbox"/> Page numbers
List of Figures (if applicable)	Identifies any figures, drawings, or photographs shown in the report	<input type="checkbox"/> Number of figures <input type="checkbox"/> Title of figures and corresponding page numbers
List of Tables (if applicable)	Identifies any tables shown in the report	<input type="checkbox"/> Number of tables <input type="checkbox"/> Title of tables and corresponding page numbers
Introduction	Introduces the sector that you are currently working within and any future sector(s) that you wish to work within	<input type="checkbox"/> Subject and purpose of the report: briefly state why the report is being written and what the report is intended to achieve <input type="checkbox"/> Scope - describe how broad or how limited the treatment of the subject will be

Section	Purpose	Content
Section 1	Reviews your current work term sector in detail	<ul style="list-style-type: none"> <input type="checkbox"/> Sector history <input type="checkbox"/> Projected economic status of the sector <input type="checkbox"/> Geographic locations of sector concentration (if applicable) <input type="checkbox"/> Opportunities for Kinesiology students/graduates <input type="checkbox"/> Major employers in the sector – list 5-8 and for each employer provide the following (in bullet, paragraph or table format): <ul style="list-style-type: none"> • Full name of company/agency and parent company/agency if applicable • Division, if applicable • Location (city, province/state, country) • Website address • Brief description of company or agency • Why you included the company/agency in your list (e.g. largest, most innovative, projected growth, international interest, etc.) <input type="checkbox"/> Union involvement (if applicable) <input type="checkbox"/> Economic factors influencing the sector <input type="checkbox"/> Political factors influencing the sector <input type="checkbox"/> Government involvement/control (if applicable) <input type="checkbox"/> Advancement opportunities: hiring trends and long term prospects <input type="checkbox"/> Environmental issues/factors (if applicable)
Section 2	Provides an overview of your technical and non-technical skills gained and developed in your current work term	<ul style="list-style-type: none"> <input type="checkbox"/> Describe the technical skills required to succeed in this position <input type="checkbox"/> Describe the non-technical skills required to succeed in this position
Section 3	Identifies and assesses your desired future sector as it relates to your senior co-op work terms	<ul style="list-style-type: none"> <input type="checkbox"/> Sector history <input type="checkbox"/> Projected economic status of the sector <input type="checkbox"/> Geographic locations of sector concentration (if applicable) <input type="checkbox"/> Opportunities for Kinesiology students/graduates <input type="checkbox"/> Major employers in the industry – list 5-8 and for each employer provide the following (in bullet, paragraph or table format) <ul style="list-style-type: none"> • Full name of company/agency and parent company/agency if applicable

Section	Purpose	Content
		<ul style="list-style-type: none"> • Division, if applicable • Location (city, province/state, country) • Website address • Brief description of company or agency • Why you included the company/agency in your list (e.g. largest, most innovative, projected growth, international interest, etc.) <ul style="list-style-type: none"> <input type="checkbox"/> Union involvement (if applicable) <input type="checkbox"/> Economic factors influencing the industry <input type="checkbox"/> Political factors influencing the industry <input type="checkbox"/> Government involvement/control (if applicable) <input type="checkbox"/> Advancement opportunities: hiring trends and long term prospects <input type="checkbox"/> Environmental issues
Section 4	Provides an overview of the technical and non-technical skills you will need to gain in order to attain your ideal senior co-op work term in the sector identified in Section 3	<ul style="list-style-type: none"> <input type="checkbox"/> Review SYMPLICITY job postings or other resources that are in the identified sector and determine from the job descriptions which advanced skills you will need to gain in order to make yourself marketable for these postings. <input type="checkbox"/> Describe the technical and non-technical skills required to succeed in this position <input type="checkbox"/> Describe a detailed plan of action as to how you will attain these skills
Conclusion	Provides final comments on your strategy to obtain your 'dream' co-op position.	<ul style="list-style-type: none"> <input type="checkbox"/> List possible strategies that you will implement to assist you in becoming a highly sought after Kinesiology Co-op student.
References/ Bibliography	Acknowledge use of materials from printed sources, websites and interviews with colleagues in the preparation of your report. Indicate exact source of all quotations and/or results of previous work.	<ul style="list-style-type: none"> <input type="checkbox"/> Author's name, title of book, year published, publisher's name, city, ISBN number, page number <input type="checkbox"/> Bibliographic entries are listed alphabetically by the name of the author or by the first major work of the title. <input type="checkbox"/> All sources must be cited correctly; please refer to the following UBC website for proper citation of all sources: http://toby.library.ubc.ca/subjects/subipage2.cfm?id=673 Use APA, American Psychological Association, style for all citations.

Note: This report is to be NON-CONFIDENTIAL; be sure that you do not include any proprietary company information pertaining to your position.

Submission

This report must be submitted to the Kinesiology Co-op Office by 4pm on Friday of the eighth week of your work term. A hard copy of your bound report must be submitted; e-mailed submissions will not be accepted.

Note: Only students on international placements may submit their report via e-mail.

Grading

The Co-op Coordinator will evaluate the Career Development Report. You will receive an overall

evaluation on a scale ranging from “Excellent” to “Unsatisfactory.” Successful completion of your Co-op work term is assessed on the quality of your work term report and a satisfactory Co-op Employer Evaluation from your employer. A pass (P) will be entered on your transcript for the completed Co-op work term.

If you fail to obtain a “Satisfactory” mark on both your report and your Co-op Employer Evaluation, a fail (F) will be entered on your transcript. If only your report is marked “Unsatisfactory,” you will be given 30 days to make revisions and resubmit your report to the Co-op Coordinator for re-evaluation.

The Career Development Report is graded out of 100 points and will be assessed as follows:

Expression – 20 points

Grammar & Spelling: 5 points each

Clarity & Style: 5 points each

Structure – 20 points

Layout and Readability of the report: 10 points each

- Including proper table of contents, heading, and referencing

Content – 60 points

Section 1: Understanding of Current Sector: 20 points

Section 2: Understanding of Technical Skills Required: 10 points

Section 3: Understanding of Future WT Sector: 20 points

Section 4: Understanding of Technical Skills Required: 10 points

Excellent – 80 to 100 points

Good – 65 to 79 points

Satisfactory – 50 to 64 points

Unsatisfactory – 0 to 49 points