

WORK REPORT REQUIREMENTS AND SPECIFICATIONS

As an Applied Science intern in Queen's Undergraduate Internship Program, you are enrolled in APSC 301-304-*Professional Internship* and will receive the special designation "*with Professional Internship*" on your official transcript and graduation diploma. The submission of a high quality technical report related to your work experience during the internship period (the Work Report) is a requirement for the satisfactory completion of APSC 301-304.

NOTE: Your Work Report must meet the requirements and specifications detailed in this document and be submitted to the Course Instructor within **thirty days** of completion of your internship work period.

Your Work Report is an important requirement of APSC 301-304 and reflects the importance of written communication to your professional life as an engineer. Effective writing is basic to your success as a Professional Engineer. As an engineer you can expect to spend between 40% and 50% of your time communicating. About half of this will be spent reading, approving and editing, a figure that will increase with increasing corporate responsibility.

This note defines the specifications to be met in the preparation of your Work Report. It includes the advice given to you prior to your departure.

Your APSC 301-304 Work Report is not intended to be a comprehensive thesis. However, you may choose to select a topic which could, with the approval of your thesis supervisor, be expanded into your final year thesis.

Your Work Report is intended to communicate to the Course Instructor the experience, understanding, and skills you have acquired during your internship work period. A good Work Report will provide strong evidence of clear thinking, good technical understanding, and sound critical analysis through the clear and concise development and discussion of the chosen topic.

Your Work Report must be more than a description of a selected topic you experienced during your internship work. The description of a process or the paraphrasing of a "users' manual" is not acceptable. It must include a defined purpose, a description of the technical circumstances, sound analysis and critical evaluation of all factors involved, and a clear and concise statement of any results or conclusions.

The book: *A Guide to Writing as an Engineer*, by David Beer & David McMurrey, Toronto: Wiley, 1997 ISBN 0-471-11715-3 can be ordered from the Queen's Campus Bookstore at www.bookstore.queensu.ca at a cost of

about \$45. Unless writing is already your strong suit you will find this text very helpful in preparing your Work Report as well as with other forms of writing which will challenge you during your professional career.

Your Work Report will include all of the elements of an engineering report as defined in Chapter 6 of *A Guide to Writing as an Engineer*. Together with the page limits specified for your Work Report, they are:

- Letter of Transmittal (1 page or less)
- Cover and Label
- Title Page
- Table of Contents
- Executive Summary (1 page or less)
- List of Figures and Tables (if relevant)
- Introduction (1 page or less)
- Body of Report (8 to 10 pages)
- Conclusions (1 page or less)
- Recommendations
- Appendices (if relevant)
- References (if relevant)

With careful thought and preparation you should have no difficulty limiting the length of your report as indicated above without sacrificing the effectiveness or completeness of your presentation.

Discuss your ideas for the topic and content of your Work Report with your supervisor and invite comments and ideas on their suitability in light of the tasks you have undertaken during your internship period. The final decision is yours.

Your Work Report must be your own work. A statement attesting to that fact is to be included in the letter of transmittal accompanying your Work Report.

Where the chosen topic is likely to involve confidential information, you must ensure that you, your supervisor and the Course Instructor are agreed on how that confidentiality is to be protected. It is imperative that

confidentiality be carefully honoured in your Work Report and on your return to Campus.

In some cases it will be necessary for the employer and the Course Instructor to agree on arrangements for the protection of the employer's proprietary interests and the University's academic integrity as they relate to the Work Report. If the employer agrees, a graduate engineer at the workplace may mark the report to a marking schedule provided by the Course Instructor upon the intern's request.

A word of advice: While the Work Report is due within thirty days of the conclusion of your work period, try to have it completed, or substantially completed, before leaving your work site for at least two reasons. One, the best time to check out details which come to mind as you write your report is while you are still at the work site. Two, once you return to Campus the activity, the excitement (and parties) and the demands of a new school year will make it difficult for you to concentrate on the completion of your Work Report.

A word of caution: Understand that when it is suggested that you write your Work Report before leaving the work site, it is not suggested that it be done on the job unless the writing involved is part of your job. That is, unless the writing of parts of your Work Report is an assigned part of your job, it should be done on your own time. The Work Report is your responsibility, not your employer's.

Your Work Report is a professional document produced to satisfy an academic requirement. Like any such document you produce, it should reflect professional standards and your best engineering and communications abilities.