

# **Tips for Completing Career Research Report Work Term Report II**

## **REPORT**

- **WORK** on your report during your work term as access to support will not be available during Christmas Closure (December 22<sup>nd</sup> - January 1<sup>ST</sup>).
- **ENSURE** you give plenty of time for your personal interview to allow for delays/cancelations so there is time to reschedule another interview time.
- **ASK** questions.
- **BACK-UP** your file.
- **DO NOT** save your report files on your employer's computer.
- **RECOMMEND** students going on **ACADEMIC EXCHANGE** submit work term report before leaving. Must arrange a specific time to submit (see below).
- **MUST** properly source **all secondary information** (written in your own words or a direct quote) using **APA format** which includes **BOTH in-text citation and a reference page**. **DO NOT ASSUME** information is general knowledge.
- Ensure report is a **professionally written business document**.
  - Written in **paragraph** format (i.e. not bullet point format).
  - **Proof** your report for typos and grammatical errors.
  - **Follow** report format requirements. Common **FORMATING ERRORS** are not matching section headings in the body of the report to the Table of Content format requested, location of page numbers and not printing double sided.

## **REPORT SUBMISSION**

- **DUE DATE:** January 11, 2018 by 4pm
- **EARLY REPORT SUBMISSIONS** require arranging a **specific time** as your signature is required.
- **NO REPORTS** can be submitted either in person or by courier/mail between **December 22<sup>nd</sup> to January 1<sup>st</sup>** as Dalhousie University is **CLOSED** for Christmas Break.

## **RESOURCES AVAILABLE**

- Work Term Report
  - Kathleen Wooden – Work Term Instructor  
Office 4089 – [kathleen.wooden@dal.ca](mailto:kathleen.wooden@dal.ca) or 902-494-4319
- Resume
  - Management Career Services - [msc@dal.ca](mailto:msc@dal.ca) or 902 - 494 - 1515
- Secondary Research and Sourcing (APA Format)
  - Library – website and in person
- Writing Skills
  - Writing Centre - [WritingCentre@Dal.Ca](mailto:WritingCentre@Dal.Ca) or 902 - 494 – 1963
  - International Student Success Program (ISSP) - [isspsrb@dal.ca](mailto:isspsrb@dal.ca)