

Architectural Engineering Work Term Report FAQ

Where can I get help with my writing skills?

The University of Waterloo Writing Centre works across all faculties to help students clarify their ideas, develop their voices, and write in the style appropriate to their disciplines. Writing Centre staff offer one-on-one support in planning assignments and presentations, using and documenting research, organizing and structuring papers, and revising for clarity and coherence. You can make multiple appointments throughout the term, or drop in at the Library for quick questions or feedback. To book a 50-minute appointment and to see drop-in hours, visit www.uwaterloo.ca/writing-centre. Group appointments for team-based projects, presentations, and papers are also available.

Please note that writing specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not proof-read or edit for you. Please bring hard copies of your assignment instructions and any notes or drafts to your appointment.

Online appointments (using video and audio) are available to students on co-op. Simply request an online appointment when you book an appointment.

What is the report deadline?

Work-term reports are due the second Tuesday of the term by 4:30pm. Both a soft-copy and hard-copy report must be submitted.

Can I have an extension to the report deadline?

Not without significant mitigating circumstances.

Where do I submit?

Soft-copy reports should be uploaded to LEARN. Hard-copy reports should be submitted to the AE Undergraduate Coordinator (E2 2332). If you are not on campus and need to submit, contact the undergraduate office to arrange an alternative.

Who should the cover letter be addressed to?

The Associate Chair of Undergraduate Studies (Dr. David Brush)

What terms are work term reports due?

Three work term reports must be submitted. These count as courses and are coded WKRPT 200, 300, and 400.

- 4-stream students submit a report near the beginning of the 2B, 3A, and 3B academic terms.

Can my employer grade my report?

They must be marked by faculty members or specifically appointed graduate students. Architectural engineering does not permit employer-marked reports, except where the employer is appointed as an adjunct faculty member.

I would like to write a report on my current work term, but there is no report due; can I submit it early?

You cannot submit early, but you can write it and submit it the next time you have a work term report due. A work report can be associated with a previous employer, so it does not matter if you move to another company for the following work term.

What are the implications of a failed work term report?

This is a failed course, therefore:

1. It counts as a failed course under promotion rules. Note that if you have other failed courses that this could prevent you from proceeding to the next term; should you fail a work term report, you are well-advised to clear that failure as soon as possible.
2. You must clear the failure in order to graduate. You can clear the failure by submitting an acceptable report; the department is quite flexible in terms of timing for you to submit this.

I have two failed courses and expect to fail this term's work report. What does this mean?

The total number of failed courses matters only when academic promotion decisions are made, which is at the **end** of each **academic** term. If you have two failed courses at the beginning of an academic term and then fail the work report, this does not affect your standing until the **end** of that term. Note that this may give you an opportunity to clear one failed course before the end of term and keep your fail count at two (which will allow you conditional promotion into the next term). If your status becomes "MNP" (May Not Proceed) due to three failed courses, then you must reduce the fail course count back to one before you can be promoted.

What does "DRNA" mean?

DRNA stands for "Degree Requirement, Not in Average". This code indicates that you have to complete the course, but the grade will not be included in your GPA.

Does the work report grade affect my average?

No, the work report grades are not included in your average. However, note that the courses are degree requirements and if failed they do contribute to the failed course count (for promotion decisions; see above).

Does my report have to be about the current work term?

It is usually best to write about a work term and easiest to write about the most recent one, however this is not a requirement. You can write about a previous work term describing work that you have not previously submitted a report for, or write a self-directed (research-based) report. Note that only one self-directed report is permitted.

What should I do if my work term report is confidential?

You have the following options, discuss which one is best with your company.

1. “Sanitize” the data (e.g., rescale into arbitrary units; replace compound names with X, Y, Z, etc.) to mask the confidential aspects and submit the report as usual. Make sure you check any embedded data (e.g., tables and figures imported from Excel into Word) are also clean.
2. Simply indicate the information is confidential when you submit it; the marker will treat it as such.

The hardcopy report will be returned to you once it is marked (the department can alternatively send it for confidential shredding). Note that confidential reports are not eligible for awards.

What if I don't have a suitable topic to write about?

You can either write a report based on a previous term, or write a self-directed (research-based) report. Note that only one self-directed report is permitted. This situation can sometimes be avoided if you think about the need for a work-term report during the work-term (for example, if you are running some lab samples, could you run a few more to make a study suitable for a report); employers understand that you need to write a report—if you discuss this need with your supervisor they may be able to help you identify a suitable topic.

Note that a self-directed report must involve some analysis: for example, the synthesis of information from different sources, critical analysis of the literature (e.g., in what areas is there consensus/disagreement? what is the potential for the technology? what direction should further work lead in? etc.). In particular, note that a literature review that simply describes the current literature will not be acceptable.

What is the course calendar description?

From the 2019-20 Undergraduate Calendar: A work-term report presenting in detail a technical project, activity, or analysis engaged by the student normally during the preceding work term. The report is evaluated on the basis of written communication skills and technical proficiency in the subject matter as demonstrated by the report. Work-term reports are required courses for the degree but their grades are not included in the average. However, failed work-term report evaluations may delay a student's progress as indicated in the Examinations and Promotions section of this calendar. Details regarding the evaluation of the work-term reports can be obtained from the student's program advisor.