

A. The Purpose of the Work Report

The work report is intended to illustrate the understanding and evaluate the experience that a co-op student has acquired during their employment. The report also provides the student with the opportunity to develop their writing skills, and to record their professional experience, anticipating the process they will follow in becoming a registered Architect. A good work report shows evidence of a student's experience, critical analysis, organization, clarity and graphic design ability. It enables the student to apply their skills of presentation, argument, and evaluation, and will assist them in their future job search. It will provide the student and the School of Architecture with a permanent record of the student's work.

B. Academic Requirements

To graduate with a Honors Bachelors of Architectural Studies (pre Professional Architecture) degree a student must successfully complete three acceptable work reports. If a student does not secure work term employment, they must still submit a work report for credit.

B.2. Due Dates

Work reports are due in the School of Architecture office on the seventh day of classes. Reports submitted after the due date will not receive credit. In exceptional circumstances, the student may apply for an extension. To apply for an extension the student must:

- Apply to the School of Architecture office before the due date
- Demonstrate significant progress toward a completed work report
- Supply evidence to support the request

B.3. Evaluation

The work report will be evaluated as a professional document. All Work Reports will be evaluated in the Faculty of Engineering, School of Architecture. Qualified university personnel will evaluate the students work report for:

- Critical analysis
- Completeness
- Appearance
- Organization
- Clarity

The marker will make suggestions for improvement and assign a grade of Credit or noncredit (re-submit). The evaluation process will normally be completed within 5 weeks of the beginning of the term. The School of Architecture will announce the date when the student may pick up their evaluated report.

C. Work Report Topics

Each Work Report will be tailored to a specific aspect of knowledge and experience acquired during work terms.

Work Report One – CACB Criteria

Students will initiate an on-line record and assessment of their educational and work experience tracked against the Student Performance Criteria, a list of outcomes required by the Canadian Architectural Certification Board as a condition of professional accreditation.

Students will record and evaluate their educational and their work experience against the CACB Criteria.

Work Report Two – Firm Case Study

Students will complete a case study analysis of the firm in which they are employed.

The case study should address the following questions:

1. How is the firm structured administratively? (How many partners, associates, employees, etc...)
2. What type of commissions (in terms of scale and program) does the firm take on?
3. Does the firm take on non-traditional type of work as well--pro bono, visioning exercises, allied arts (graphic or furniture design, etc...)
4. Is the firm engaged in innovative design or contract admin tools or strategies?
5. How does the firm get its commissions, and what kind of clients do they work with?
6. History of firm. (How did firm get started? how did it evolve?)

Format:

The work term report will be stapled, type-written and double-spaced and will contain the following components:

- (1) Title page (maximum one page) indicating the title of the report, the author's name and ID number, the author's affiliation during the work term, and the date.
- (2) Letter of transmittal (maximum one page), directed to The Director, School of Architecture, certifying that the report was prepared exclusively as a work term report and has not previously been considered for academic credit.
- (3) A summary (maximum one page) of the report summarizes the major points in the report and the major conclusions.
- (4) The analysis and discussion section of the report, which will not exceed five pages
- (5) 12 point font, type-written, double-line spaced pages with one inch margins all around.
- (6) The report may contain additional pages for exhibits, graphics and bibliographies that the author may wish to present. However, this material must complement the analysis section by providing a basis for summary statements made in the analysis section and not simply used as a device to avoid the 5 page length limit.

Work Report Three – Canadian Experience Record Book

Students will complete an on-line record and assessment of their educational and work experience, tracked against two sets of criteria, the Student Performance Criteria established by the Canadian Architectural Certification Board, completing the record begun with Work Report One and adding the Canadian Experience Record used by the provincial licensing bodies in Architecture to record professional experience.

The Canadian Experience Record is a profession-wide, comprehensive program administered by the provincial associations of architecture that candidates for professional licensure are required to complete during their internship. Unfortunately experience gained while a student can no longer be counted towards licensure, but the experience of filling out to CERB will assist students once they graduate and take steps towards gaining professional registration.