

Confidential Work-term Reports

Note: The Department will not give academic credit for reports that are evaluated by an employer. All work-term reports should be submitted for grading by UW personnel.

Experience has shown that the majority of work reports written by students are non-confidential in nature and hence are submitted to your department and graded by a member of the faculty.

However, depending on the nature of the work that you are performing for your employer, there is always the possibility that your choice of topic for a work report may require the inclusion of information that is considered confidential by your employer. Therefore, **discuss** your work report topic with your supervisor **prior to writing your report** to determine whether or not there is a potential problem with respect to submitting the report to the University for grading. If you feel that the employer may be reluctant to have you submit your report, you have several options:

1. Discuss with the employer the possibility of submitting a “sanitized” report with the confidential material disguised. For example, using code names instead of the real product names, formulations, or chemical compositions. Or you might be able to normalize the data with respect to some reference point, so that the actual numerical values are not given.
2. Let the employer know that reports containing confidential material can be handled and graded in a confidential manner by the Associate Chair of Chemical Engineering, or their delegate. After grading, the report would be returned directly to the employer. Non-disclosure and confidentiality agreements between the employer and evaluator can be considered if necessary.
3. Consider choosing another topic, which may be only loosely related to your workterm assignments, and which is non-confidential. Remember that a work-term report does not have to be directly related to your work-term projects. An analytical report on some other technical topic can be quite acceptable.

Please contact the Department’s Undergraduate Office if there are questions or concerns (519 888 4567 Ext. 33273)