

## **Work Report Instructions**

### **Why the Report?**

There are several reasons for requiring a written report. Primarily the report is intended to be a presentation of your work activity. This may be in the form of one or more projects. Excellent examples of the expected form are the articles in publications. Naturally, the experience of constructing such a paper will enhance your ability to specify a problem in a complete, but concise manner. The report is also an opportunity to evaluate your own experience. To be specific, you must examine in depth some phase of your work experience.

### **Report Content**

Please cover the following topics

1. Provide a description of the company including its products, division, and markets.
2. Describe your specific role, its functions, duties, and responsibilities. Give details of your projects including your duties, responsibilities, the manner of execution, and results. Please do not share any proprietary information.
3. Provide a brief reflection of important things learned from the work experience and how you may incorporate those things into your future career plans.
4. If allowed, provide any photos of you in your workplace.

### **How to Write It**

Two things should be avoided. Be careful neither to discuss or criticize fellow employees nor to reveal proprietary information the company does not want to release. It is possible to write about a part of a project without divulging its overall nature. "Remember that the report must be approved and released by the employer prior to submission to Purdue." If you are working on a sensitive project, discuss it with your supervisor and the OPP office.

Your report will be read by your superiors. In addition to its technical content the report will be evaluated on organization and the use of good English. Write the report as if you were submitting it to a reader who has no prior knowledge of your company or its products. In short, make the distinction between an inter-office memo and your report before you begin to write. Start out by orienting the reader. Supply enough background, without compiling a technical glossary, for the reader to immediately identify the problem and form a valid mental picture. The primary concern of your paper is to relate your work experience in a factual manner. Of course, your report involves a considerable degree of personal involvement so don't obscure the writer behind the page. Your paper should have a personality, an indication of your touch, just as you have a unique personality. You may write in the first person, but you will find later that this is not considered the best practice. Spelling, punctuation, and clearly expressed ideas are indications of general competence. Remember, keep the reader in mind as you write. It isn't unusual to write several drafts before making the final copy - and don't forget to proofread!

### **Format**

Observe the following guidelines in preparing your report: Type on 8 1/2 x 11 white paper. Minimum of 4 pages.

Please use the title page that is attached to these instructions.

Describe the department, its functions, duties and responsibilities. Give the details of your project(s) in the body of the report, including your duties and responsibilities, the manner of execution, and results. Suggestions for further work on the project may also be included here.

## STUDENT WORK REPORT

### Student Information

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Email: \_\_\_\_\_

School/Discipline: \_\_\_\_\_

Please circle your current work session:

➤ Internship - Fall   Spring   Summer

### Employer Information

Does the Work Report contain Proprietary Information?    Y   or   N (please circle one)

May Purdue post the Work Report on the OPP website?    Y   or   N (please circle one)

Employer: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_