

3. Report Submission Please be sure to submit your report via the [Coop Support BrightSpace Dropbox](#)
4. Grade Your work term will be marked with a grade of "complete" or "Incomplete" Incomplete reports need to be redone within two weeks and awarded "complete" status.

REPORT SECTIONS

Each report will be unique to your position reports may not require all the components listed below and should approximately 2,000 words in length.

- † TITLE PAGE
- † SUMMARY OR ABSTRACT Write this after you complete your report. The abstract should be less than one page numbers. Use the same format as the table of contents.
- † INTRODUCTION Introduce your workplace, and how your term fits into it. Start off with the bigger