UPEI CO-OPERATIVE EDUCATION PROGRAM

Work Term Technical Topic Proposal Format

1 Technical Report Topic Proposal Format

Maximum 1 page single-space, with 3–5 references on a 2nd page.

- Heading (include):
  - Date of the proposal
  - Submitted by "your name and contact info"
  - Submitted to "my name, or Krissi or Karen from the co-op office"
  - Technical Report Topic Proposal – “your research question”
- Content (page 1):
  - 1st paragraph: What?
    - ∗ Describe phenomenon, org. context
    - ∗ What? Identify topical area
- 2nd paragraph: Why?
  - Why? Significance/Importance/Practicality, etc.
  - Research question? One primary research question.
- 3rd paragraph: How?
  - Briefly identify the evidence sources you will use, explain what kind/type of evidence you will use, these could be drawn from:
    - ◦ peer-reviewed research (journal articles), and/or
    - ◦ local data (e.g., organization’s internal reports, statistics, etc.), and/or
    - ◦ individual expertise/experience (information from supervisor, colleagues, with expertise, not just opinions), and/or
    - ◦ stakeholder concern (groups/organizations/clients with interests and concerns)

  You do not have to use all of these types of sources, just the ones that are the best fit for your particular technical report topic.
- References (on p. 2) – using proper citing list 3–5 specific examples of the evidence you have found that you are planning to use. Note, you should make some reference to these sources within the text of your proposal, such as how you expect they may be used within your report.
- Topic proposals must also include a short description of your work term responsibilities, which does not contribute to the 250-word minimum.