

FIN 477 Cooperative Training Second Report Guidelines

General Guidelines for Writing Co-op Reports (and Writing in General)

Cover page

On the cover page the following items only should be included:

Name or logo of the university
Name or logo of the organization that is training you (if possible).
Your Name
Your Student ID:
Your Job Title
Your E-mail Address:
Semester you are registered for:
The title of your report. e.g. "Second Report."

Report Content

1. (If applicable) A brief explanation of any changes in the duties and responsibilities you were assigned since the previous report.
2. A detailed explanation of any project or assignment you were asked to complete. Explain:
 - a. Goal of the project.
 - b. Academic or technical background necessary to accomplish the project.
 - c. Whether it requires working with a team or it is an individual project. If the project is a team project, describe your role.
3. Take one topic, principal, or concept that you have learned during your studies (should be related to finance only and connect it to your training experience). Discuss how it is related to the real-life world. This could be an explanation of how you benefited from that topic, principal, or concept or how in real-life it works or does not work.
4. Give one example of a new skill or a technique you have learned during your training, which you did not learn in previous courses. If applicable, discuss a skill you wish you had learned during your course work, but it was not available.
5. A detailed explanation of any problems or challenges you faced or are currently facing, if any (other than the ones you discussed in the first report). What are your duties or assignments for next month?

Format and style:

Your first report should adhere to the following format and style:

- A) The maximum number of pages is 3 (not including the cover page).
 - B) Do not write your report in a point form.
 - C) Make sure you use left-to-right text direction.
 - D) Font type and size: Time New Roman, size 11.
 - E) Paragraph style and spacing: Indent the first line in each paragraph by 0.4 cm, set the line spacing into 2 (double space).
 - F) Your report should include a cover page that contains your information.
 - G) Do not forget to add page numbers.
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Grading:

The Second report will be graded based on the following grading distribution:

- Part (1) 15%
- Part (2) 25%
- Part (3) 20%
- Part (4) 10%
- Part (5) 10%
- Format and style 5%
- Grammar accuracy 10%
- Writing fluency and ease of reading 5%