



AJRSA

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undergraduate STEM research and activities journal

Expectations for Paper Describing Professional Assignment Work Report

Students preparing this type of paper will have completed a professional assignment, like a co-op or internship experience. The purpose of this paper should be to describe the activities that the student was able to gain knowledge of and the lessons taught by the practical, experiential learning activity. This piece should be both descriptive and reflective, and it should typically be between 1,500 and 2,500 total words in length. The document should be in past tense, passive voice, and third person. It should utilize technical writing style. Although other sections can be included, the paper should include, at minimum:

Abstract – A short description of the entire paper with the student’s work experience clearly summarized. Additionally, a short description of the lessons learning in the workforce should be included. The abstract should be between 250 and 300 words long.

Keywords – Three to six words that are descriptive of the overall experience should be listed.

Introduction – This section should introduce the employer, job assignment, work activities, and the student’s contribution within their experiential role. The introduction should include a plan of development for the balance of the paper and be roughly 10% of the work.

Work Statement – This section should describe the goal of the specific assignment that the student was hired to fulfill and their perceived contribution within organizational efforts. The work statement should generally be about 30% of the work.

Organizational Involvement – This section should describe, in detail, the work performed by the student within their assignment. The results of the student’s efforts and their contribution to the employer’s operations should be described. The organizational involvement piece should represent roughly 45% of the overall paper.

Summary & Conclusions – This section should restate the organizational involvement of the student in a concise manner and describe how that work could be utilized moving forward with the student’s professional career. Future effort that will be planned resulting from the student’s experiences should be described. The summary and conclusions should be roughly 15% of the paper.

Acknowledgements – The student should identify and thank the direct supervisor, co-workers, other colleagues, or anyone else that assisted in making the overall work experience worthwhile.

References – The student should cite at least five references (websites – ok) in name (date) format within the paper and use APA6 format for the bibliography.

Tables and Figures – The student should include at least one table and one figure within the paper with proper captioning.

Writing Process and Editorial Review – The student should produce a draft paper of the experience as quickly as possible following the conclusion of the work assignment. The student will participate in peer editing during the seminar after the work experience. The student is responsible for responding to the peer comments and improving the paper. The student will then need to respond to the editors' comments prior to publication. The student will receive a proof-copy before publication. This will be the final opportunity to make changes and improvements before publication.