

TERM REPORT Guidelines

Successful completion of a term in the Pre-Thesis Phase requires submission of a satisfactory Term Report. A Report that is either not submitted or is unsatisfactory means that you will not be allowed to continue with your studies and enrol in the next term's courses as an IS student. Term Reports are NOT required during the Thesis Phase (although your thesis supervisors will be asked to report progress you are making at the end of the first term in thesis phase).

Term Reports are more than administrative requirements. They are an excellent way to document your academic activities, particularly important as you prepare your proposal for your thesis development and approach candidates as thesis supervisors. These reports are critical to your preparation of your Description of Studies, which is part of your qualifications for your BIS and your official transcript. Additionally, Term Reports can be a valuable resource for other IS students who may be interested in your study approach or subject matter.

Term Reports are due in mid-April (for the winter term), mid-August (for the spring/summer term) and mid-December (for the fall term). Check the IS web site for the actual dates.
<http://is.uwaterloo.ca/dates.htm>

Steps

- Use the Term Report cover http://is.uwaterloo.ca/forms_pre.htm and ensure that your name, UW student ID#, and term are clearly noted at the top of the cover. Be sure this same information is on the material you attach to it as well.
- Comment on each of your courses (IS ones and others) indicating how the work completed in each course complements your overall goal in IS and your focus of study.
- Review the material with your academic advisor(s) and/or course advisor(s).
- Once a final copy of your Report is ready, sign and date the cover yourself.
- Submit the Report (with attached cover and any course assessment forms http://is.uwaterloo.ca/forms_pre.htm) to your academic advisor(s) for their dated signature by the appropriate due date <http://is.uwaterloo.ca/dates.htm>. In turn, your report will be provided to the IS office for further processing.

Your Term Report provides the record of your academic progress over the previous four months. It also includes your academic objectives in IS. Here are some suggestions for structuring your report:

Abstract and Progress of Your Studies

Relate this term of study to your past studies in IS, your Term Plan, and your long-term objectives in the IS program.

- Give a brief overview of your area(s) and methods of study. This is a continuation and evaluation of your Term Plan and you may simply provide a copy of that section of the Term Plan you submitted at the beginning of the term.
- Evaluate candidly the strengths and weaknesses of your work in each course. You help your reader by stating your study areas clearly and the work you accomplished. Use bullets and point forms to help.
- Provide indicators of anything you have written or done and any evaluations of those materials. (This is most important for IS courses.)

Independent Studies Program

- If the work is not an accurate reflection of your accomplishments in the area, indicate why and specify how the work done is of value. Significant learning results from work that occurs differently to expectations when you, as the student, are aware of the resulting disparities.
- Indicate which resources in each course were of particular assistance (professors, other students, advisors, web-based sources, library, *etc.*) and the methods and undertakings you used to access the resources.

Annotated Bibliography – required each term

- List all major sources you read for each course.
- The textbooks for each formal university course should also be included.
- Use a standard, acceptable format for your bibliography relevant to your field of study.
- Some courses may not involve as much reading but, for example, they might have involve viewing a number of films, listening to works of music, attending seminars, or conducting interviews. Where appropriate, include such items in the bibliography with a brief statement or analysis of each.

Independent Studies' Usefulness to You

Please indicate what you consider to be

- the most helpful aspects of IS
- the challenges and barriers

any changes that might be made to the program for improvement.