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CO-OP Education
B.Comm.
Housing and Real Estate Management

Co-op Information
Handbook

Last Update: September 2003

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1 Contact People

1.1_ Co-op Faculty Advisor

Jane Londerville: HREM Co-op and Regular Program Advisor

- Email: jlonderv@uoguelph.ca
- Phone: 519-824-4120, Ext. 53091
- Office: Macdonald Institute (FACS) 202A
- Call X53091 or e-mail to make an appointment; office hours posted on door

1.2 Co-op Field Co-ordinator

Janet Brydges

- Email: jbrydges@uoguelph.ca
- Phone: 519-824-4120, Ext. 52396
- Office: University Centre, 3rd Floor
- Call or e-mail to make an appointment

1.3 On Campus Co-op Co-ordinator (instructor for Co-op 1100)

Sarah Freudiger

- Email: sfreudig@uoguelph.ca
- Phone: 519-824-4120, Extension 52915
- Fax: 519-829-3965

2 Helpful Hints and Reminders

2.1 University Co-op Rules - see calendar and co-op policy document on the web for full list of rules

1. You must have a Fall, Winter and Summer Semester work term.
2. You cannot finish on a work term
3. You must take COOP*1100 before you can go on a work term.
4. You must complete the courses scheduled for the program before going out on a subsequent work term.

2.2 Co-op Hints

1. Plan your courses well in advance!
2. Remember that not many core courses are offered in the Spring Semester.

2.3 Important Dates

- First week of the semester
 - If you have just returned from a work term, complete your work term report and submit it to the faculty advisor by the 10th day of classes (specific date is in the calendar on-line).
- Third week of the semester
 - If you are on a work term, inform the faculty advisor by email of the topic of your work term report. The e-mail should contain a preliminary table of contents and bibliography for the report. A reply will indicate acceptability of the topic/suggestion for changes.

3 Co-op Schedule

3.1 Five Year Schedule - Two Eight Month Work Terms

| <u>Semester</u> | <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|-----------------|-------------|---------------|---------------|
| Year 1 | Academic 1 | Academic 2 | OFF |
| Year 2 | Academic 3 | Academic 4 | Work Term 1 |
| Year 3 | Work Term 2 | Academic 5 | OFF |
| Year 4 | Academic | Work Term 3 | Work Term 4 |
| Year 5 | Academic 7 | Academic 8 | |

3.2 Calendar Co-op Scheduling of Courses

If you plan to deviate in any way from the prescribed order of courses in the calendar, complete section 6 and submit it to your faculty advisor for approval. Note: you must still complete all required courses in each semester before you will be allowed to register for a work term.

| YEAR | FALL (SEPT-DEC) | WINTER (JAN-APR) | SPRING (MAY-AUG) |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| ONE | Semester 1 Marketing Housing & Community Planning Intro Microeconomics Dynamics of Behaviour 1 Elective | Semester 2 Introduction to Design Intro Macroeconomics Intro Calculus 1 Management in Organizations 1 Elective | Optional Semester |
| TWO | Semester 3 Financial Accounting Social Aspects of Housing Intermediate Microeconomics Intro Applied Statistics I Introduction to Co-op 1 Elective | Semester 4 Management Accounting Housing Finance Intermediate Macroeconomics Intro Applied Statistics II 1 Elective | Work Term One |
| THREE | Work Term Two | Semester 5 Information Management Research Methods Property Management Housing Industry Structure and Process 1 Elective | Optional Semester |
| FOUR | Semester 6 Housing and Real Estate Law Housing Policies Public Administration Canadian Government 1 Elective | Work Term Three | Work Term Four |
| FIVE | Semester 7 Real Estate Appraisal Urban Economics Money, Credit and the Financial System Theory of Finance 1 Elective | Semester 8 Housing Services Systems Urban & Regional Planning Local Government in Ontario 2 Electives | |

4 Co-op Work Term Reports

4.1 Choice of Topic

Work term report must demonstrate that the student has been enriched by the work experience in terms of his/her knowledge of their area of study, i.e. housing and real estate management.

This document is not simply a dry regurgitation of all the tasks that the student performed while on a work term. Instead it should reflect some experience or knowledge that the student gained through work and through subsequent research and reflection. **This means that the student must not just write about the work experience but must place it in some academic context through the reading of journal articles and/or books** and possibly through interaction with other real estate professionals, either academic or in industry.

The following are sample work term projects that have been done in the program:

- description of the process for redeveloping and modernizing unprofitable retail properties: construction, marketing, financing etc.
- development of a tenant database for a property management company and write-up about the uses of this type of database.
- evaluation of different CAD/CAM programs for use by residential custom builders and discussion of the advantages of using these types of programs
- description of the process for leasing commercial space: negotiation with tenants, lease clauses and their adaptation for specific tenant and landlord needs

4.2 Steps for Writing a Work Term Report

- d) Chose a topic that is suitable for the report. E-mail the topic to Jane Londerville within three weeks of the start of the work term.
- e) Outline how you will approach the report:
 - a) Objective(s)
 - b) Main Points
 - c) Background research
 - d) Reference material and on-the-job “interviews”
 - e) Observations, conclusions, recommendations
- f) Collect reference materials through libraries and the internet.
 - a) Read the relevant materials.
 - b) Make notes on the main points of interest.
 - c) Carefully record the reference information. For example, if the material was in a journal article then record the article’s title and author, the journal name, volume, number and pages numbers.
- g) Write the main body of the report with the following format:

a) Overview or Executive Summary.

Summarize the main objectives and conclusions of the report so that someone who has only read this part of the document has a good idea of what the content of the entire document.

b) Introduction

Tell the reader what they are going to find in this report. Give them a preview of your main objectives and findings. Take this opportunity to provide a guide for their appreciation of your work

c) Main Body

Organize your report around major objectives and findings described in the introduction. Use references and background information to place your work in context. Provide the user with a guided tour of your thought processes. Do not assume anything about your readership except that they are reasonably intelligent and are generally knowledgeable about the field of real estate. Think seriously about your audience; you are writing for them, not for yourself. Make things clear and concise. An well-written ten page report is much better than thirty pages of confusion and disorganization.

d) Conclusion

Summarize the main findings of your work. Make recommendations if they are appropriate for your report. Use this section to once again make sure that the reader understands the points that you are trying to make in the report. A report should never just end. A conclusion is a good way to tell the reader that you are finished so that they can judge if you have accomplished what you set out to do in the introduction.

e) Bibliography/References

A bibliography includes all materials which you read while compiling your report. A reference list includes all materials actually cited or referenced in your document. You also should include the name, title and company of any people interviewed

f) Glossary of Terms

If you use technical terms, include a glossary. Warn the reader at the beginning of the report that there is a glossary at the back of the report to help them and indicate in the document which words are in the glossary. The first time that a term, which appears in the glossary, is used in the report, put in a bold font.

g) Appendices.

If you want to include very detailed information which will detract from the narrative flow of your document, put it into an appendix and include a reference to this appendix in the main document. For example, if you have raw data (input or output) for some task or experiment and you want to talk about your results in the report, then put the raw data in an appendix (remember to reference it) and include the processed result in the main body of the report.

2. Make sure that you have integrated all the background or reference material that you have collected. **Any items cited in the bibliography should be referred to in the text of the report.** If you do not have access to reference material on the job site then you may have to wait until you return to campus and have access to the library and the Internet to complete your report but remember you only have 10 days in the next semester to complete the report.
3. Include all the remaining necessary pieces of the report:
 - a) Report folder or cover

Any kind of cover is acceptable (bound, binder, duotang, etc.) A cover is necessary to preserve the condition of the paper as well as ensuring that all pages actually reach the reader (faculty advisor).
 - b) Cover page

The template for the cover page is included in the following section.
 - c) Letter of submission

The template for the letter is included in the following section.
 - d) List of tables and/or figures (if appropriate)
 - e) Bibliography

5 Work Term Report Style Guide

5.1 Cover Page Template

This is my Work Term Report Title

J.Q. Student
Student # 123123
Work Term 1
Last Academic Semester Completed: 4
B.Comm. - H.R.E.M.

Place of Employment:
Very Big Company Inc.

May 10, 2003

5.2 Letter of Submission Template

123 Main Street
Suite 123
Big Town, Ontario
M2B 2BU

May 10, 2003

Professor Jane Londerville
Co-op Faculty Advisor, H.R.E.M.
Marketing and Consumer Studies Department
University of Guelph
Guelph, Ontario N1G 2W1

Dear Professor Londerville:

I have spent my work term at Big Company, Inc. in BigTown, Ontario from January 12, 1999 to April 2, 1999.

My job responsibilities were the following..... I was under the supervision of

The following report discusses.....

The intended audience for the report is.....

I would like to thank the following people for their help and guidance during my work term.....

You may contact me at me@myemail.com or by phone at 519-555-1234.

Yours,

J. Q. Student

6 Co-op Schedule Plan

Name: _____

Student Id: _____ Email: _____

Calendar being followed (i.e. 2003-2004)

| | Fall | Winter | Spring |
|--------|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| Year 1 | Academic Work OFF Semester # Year: Courses: | Academic Work OFF Semester# Year: Courses: | Academic Work OFF Semester # Year: Courses: |
| Year 2 | Academic Work OFF Semester # Year: Courses: | Academic Work OFF Semester# Year: Courses: | Academic Work OFF Semester # Year: Courses: |
| Year 3 | Academic Work OFF Semester # Year: Courses: | Academic Work OFF Semester# Year: Courses: | Academic Work OFF Semester # Year: Courses: |
| Year 4 | Academic Work OFF Semester # Year: Courses: | Academic Work OFF Semester# Year: Courses: | Academic Work OFF Semester # Year: Courses: |
| Year 5 | Academic Work OFF Semester # Year: Courses: | Academic Work OFF Semester# Year: Courses: | Academic Work OFF Semester # Year: Courses: |

Circle Academic, Work or OFF. You must have 8 academic and 4 Work semesters. You must have a work semester in each of the Fall, Winter and Spring.

Signatures:

Student: _____

Date:

Advisor: _____

Date: