

## MEMORANDUM

To: Dr. Erika Paterson, English 301 Instructor, Department of English, The University of British Columbia

From: Thu Vo, Student and Member of team The TechniWriters, English 301 99C course T.V.

Date: February 23<sup>rd</sup>, 2019

Subject: 301 Thu Vo Formal Report Progress

As you requested, for assignment 2.3 on the English 301 [website](#), I am happy to update you with the progress on my formal report on “Enhancing the Participation of UBC Geological Sciences Students in the UBC Science Co-op program”.

### Report Audience

The audience of my report will be Dr. Javed Iqbal, Director of the UBC Science Co-op Program. With years of experience in running the UBC Science Co-op Program, he understands the current limitations of the program towards Geological Sciences students and has the capability to implement changes.

### Report Purpose

My investigation aims to recommend realistic solutions to resolve the shortage of UBC Geological Sciences students joining the UBC Science Co-op Program.

### Report Significance

Through this report, the UBC Science Co-op Program will gain valuable insight and recommendations to implement positive changes to the program. An enhanced participation of UBC Geological Sciences students in this program will directly boost the program’s growth as well as provide a steady supply of young quality Geological Sciences employees to the industry in British Columbia and Canada.,

### Research Plan

- Identify the problem
- Identify primary data sources:
  - Interviews with UBC Science Co-op Advisors
  - Interviews with Human Resources Advisors in the industry
  - Survey with UBC Geological Sciences students
  - Personal experience as a former UBC Geological Sciences Co-op student
- Compose survey and interview questions. Set up interview appointments.
- Conduct surveys and interviews with a detailed schedule.
- Research secondary sources and narrow down relevant information.
- Create visual graphic for better illustration.
- Write up and revise throughout the data collecting process.

### Writing Schedule

- February 25<sup>th</sup> 2019: Prepare survey and interview questions.
- February 26<sup>th</sup> – March 3<sup>rd</sup> 2019: Write Introduction and Data Section part A (Co-op Program overview) of Formal Report.
- March 4<sup>th</sup> 2019: Send out survey and set up interview appointments (after approval from the Dr. Erika Paterson).
- March 4<sup>th</sup> – March 8<sup>th</sup> 2019: Research secondary sources and narrow down relevant information.
- March 8<sup>th</sup> 2019: Collect survey and interview data.
- March 8<sup>th</sup> – March 15<sup>th</sup> 2019: Write the Formal Report based on collected data and secondary sources. Prepare visual graphics (e.g. graphs) for better illustration.
- March 15<sup>th</sup> 2019: Submit Formal Report Draft.
- March 17<sup>th</sup> – April 10<sup>th</sup> 2019: Revise Formal Report based on Peer Review.
- April 10<sup>th</sup> 2019: Submit Final Formal Report.

Please let me know if you require any additional information. Thank you for your time.

Enclosure:

[301 Thu Vo Formal Report Link to Survey](#)

301 Thu Vo Formal Report Interview Questions for Co-op Advisors

301 Thu Vo Formal Report Interview Questions for Human Resources Advisors