

## GUIDE FOR PREPARING A TECHNICAL REPORT...

### Introduction

The following should assist you in the preparation of a Technical Report which you are required to submit as a condition for certification as an Applied Science Technologist. The report should have between 3,000 and 5,000 words in the body of the report and on a subject related to your program of study and/or area of employment and in your technology discipline.

Before submitting such a report, you should submit a one-page synopsis or abstract of your proposed report and also outline the intended method of dealing with the subject.

### Subject of Report

The report may be an account of a project or job in which the candidate was involved or a research paper disclosing a comprehensive study of some topic which would be related but not necessarily included in a typical course or program. The report should demonstrate technical and mathematical depth to the technologist level, so that the appropriate applied science fundamentals may be developed to show a clear indication that you understand your subject. The subject may be a design, a test, the selection of the development of a process or of a piece of equipment, or a very thorough investigation of the literature. The report should be error-free grammatically. The development of thought within the whole structure of the report should be logical.

### Format of Report

The report should contain reference to current technical literature to show an up-to-date and full understanding of the subject. Suitable illustrations, photographs, diagrams and tables should be included. It should be typed on one side of an 8 1/2" X 11" page, double spaced and properly bound. It must contain a title page and a declaration of authorship; table of contents; an abstract; a report body showing a logical development of thought from a brief summary through the introduction, basic concept or procedure to results and final conclusions. Calculations and supporting data should be included in appendices to the report. Statements of fact should be foot-noted to show the basis for the statement. A bibliography and list of acknowledgments of sources of information must be included.

### Summary

The Technical Report is considered to be the final requirement for registration as an Applied Science Technologist and is expected to demonstrate not only the ability to write a Technical Report, but the capacity to apply the knowledge a candidate has acquired. This bears a direct relationship to the degree of a technical appreciation, mathematical depth and report-writing expertise expected in the Technical Report. The Technical Report will not be considered until all other academic requirements have been fulfilled.

Applicants may find it useful to consult some of the tests which have been published on report writing.

**AScT CTech**  
STANDARDS OF EXCELLENCE

# TECHNICAL REPORT LEADING TO REGISTRATION AS AN APPLIED SCIENCE TECHNOLOGIST

## DECLARATION OF AUTHORSHIP

THE FOLLOWING DECLARATION IS TO BE SIGNED BY THE CANDIDATE, AND COUNTERSIGNED BY A SPONSOR WHO SHOULD BE AN IMMEDIATE SUPERVISOR OR MANAGER OF THE CANDIDATE. SELF-EMPLOYED CANDIDATES WILL REQUIRE THE SIGNATURE OF A RECOGNIZED PROFESSIONAL. THIS DECLARATION OF AUTHORSHIP MUST BE SUBMITTED WITH YOUR TECHNICAL REPORT.

*I, \_\_\_\_\_, hereby testify on my honour that the manuscript entitled \_\_\_\_\_ is my own composition and sent with this Declaration; further, that I have personal knowledge of the facts and conclusions set out therein, except where I have stated otherwise, and I agree to have the report judged on this basis.*

\_\_\_\_\_  
SIGNATURE OF CANDIDATE

## SPONSOR'S DECLARATION

*I have taken all fair precautions necessary to enable me to assure the Board of Examiners of the Applied Science Technologist and Technicians of British Columbia that the above statement is true.*

\_\_\_\_\_  
SIGNATURE OF SPONSOR

\_\_\_\_\_  
POSITION

THE ABOVE DECLARATION DOES NOT PRECLUDE THE CANDIDATE FROM REFERRING TO BOOKS OR OFFICE FILES OR EVEN OBTAINING VERBAL INFORMATION TO SUPPLEMENT HIS OWN ON OCCASIONAL POINTS. BUT IT DOES NOT CONTEMPLATE SUCH A THING AS HIS TAKING SECOND-HAND INFORMATION BADLY OR SUBSTANTIALLY FROM THE PUBLICATIONS OF OTHER PERSONS AS A SUBSTITUTE FOR THE FIRST-HAND INFORMATION ON THE SUBJECT WHICH THE CANDIDATE DOES NOT POSSESS.

THIS DECLARATION WHEN SIGNED SHOULD BE BOUND IN THE REPORT AND MAY FOLLOW THE LETTER OF TRANSMITTAL.