# CO-OP Report Grading Rubric

1. Content of the CO-OP Final Report

<table>
<thead>
<tr>
<th>GRADE: P or F</th>
<th>Meets Expectations (Satisfactory)</th>
<th>Does not meet expectations (Unsatisfactory)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Cover letter (1 page single spaced)</strong></td>
<td>• Professional cover letter, with all required elements included</td>
<td>• Cover letter is lacking in professionalism, missing elements, or incomplete</td>
</tr>
<tr>
<td><strong>C. Title page</strong></td>
<td>• Appropriately specific and creative</td>
<td>• Title page is vague, incomplete, or missing</td>
</tr>
<tr>
<td><strong>D. Executive summary (1 page single spaced)</strong></td>
<td>• Representative ‘elevator pitch’ for your final report 1. Includes summary of: description of your work term organisation your duties and responsibilities comments on your progress toward learning, performance, and leadership development objectives described in your proposal</td>
<td>• Executive summary does not adequately represent the final report itself 1. Executive summary is missing one or more of the required elements</td>
</tr>
<tr>
<td><strong>E. Table of Contents</strong></td>
<td>• Table of contents is complete and includes a list of Appendices</td>
<td>• Table of Contents is either not provided OR incomplete</td>
</tr>
<tr>
<td><strong>F. Signed Statement of Academic Integrity</strong></td>
<td>• The signed Statement of Academic Integrity is provided</td>
<td>• The signed Statement of Academic Integrity is not provided</td>
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| G. Report itself (Maximum 2,500 words or about 5 pages single-spaced) | • Report incorporates all required elements:  
  o Introduction  
  o Components of the main body of the report  
  o Conclusion  
  • Describes, in appropriate detail, the organizational unit and your work term duties and responsibilities  
  • Relates your work term experience to objectives described in your work term proposal:  
    o Learning objectives  
    o Performance objectives  
    o Leadership development objectives  
  • If applicable, relates your work term experience to prior work term experiences  
  • Relates your work term experience to your future career aspirations  
  • Describes how this work term experience has enhanced or changed your professional career aspirations  
  • Provides a conclusion | Report is missing one or more of the required elements:  
  • Introduction  
  • Main body of the report  
  • Conclusion  
  **One or more of the following elements are limited, incomplete, or missing:**  
  • Description of the organizational unit and your work term duties and responsibilities  
  • Relating your work term experience to objectives described in your work term proposal:  
    o Learning objectives  
    o Performance objectives  
    o Leadership development objectives  
  • If applicable, relating your work term experience to prior work term experiences  
  • Relating your work term experience to your future career aspirations  
  • Describes how this work term experience has enhanced or changed your professional career aspirations  
  • Provides a conclusion |
| H. References | • Includes current and diverse references  
• Appropriate use of wide range of relevant references which could include:  
  o interviews  
  o websites  
  o internal organizational documents  
  o course textbooks and other course materials  
  o outside readings  
• All references appropriately:  
  o cited in the body of the report  
  o properly formatted in the References/Bibliography | **One or more of the following elements are limited, incomplete, or missing:**  
  • current and diverse references  
  • Wide range of relevant references which could include:  
    o interviews  
    o websites  
    o internal organizational documents  
    o course textbooks and other course materials  
    o outside readings  
  • All references appropriately:  
    o cited in the body of the report  
    o properly formatted in the References/Bibliography |
2. Professionalism of communication and presentation

Purpose of assessing “Professionalism of communication and presentation” of the document: to ensure that the communication of the content of the document facilitates and supports the reader’s understanding and appreciation of that content.

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<td><strong>Professionalism in communication and presentation: clarity of writing; spelling and grammar; respected length limits (word counts); formatting of document as per requirements.</strong></td>
<td>Generally the document is clearly written, has few if any spelling and grammatical errors, is formatted as per requirements and respects length limits (word counts).</td>
<td>The document is not clearly written, has spelling and grammatical errors, is not formatted as per requirements, and/or does not respect length limits (word counts).</td>
</tr>
</tbody>
</table>

3. Summary Comments

**Summary Comments:**