

## Appendix B: Work-Term Report Evaluation

Student's name	
Course code	
Session (ex. winter 2015)	
Work term (first, second, third, fourth, fifth)	
Type of report (Type 1 non-confidential, Type 2 confidential)	
CO-OP employer	
Employer's work-term evaluation:	– Outstanding – Excellent – Very good – Good – Fair – Needs improvement
Evaluator's name	Date
Official work-term report appraisal – Letter grade	Letter grade – Pass Fail
Departmental professor signature or employer's signature for confidential reports	

Note: If a "fail" is given, the CO-OP academic coordinator contacts the student and the CO-OP Office to discuss the evaluation and determine if the student can re-submit the work-term report.

Criteria	Weight	Not satisfactory F to E (0 – 1) Fail	Needs improvement D to D+ (2 – 3) Fail	Good C to C+ (4 – 5) Pass	Very good B to B+ (6 – 7) Pass	Excellent A- to A (8 – 9) Pass	Exceptional A+ (10) Pass
<b>Cover letter</b> Presentation: address line, subject line, signature, date, etc.  Literary quality: grammar and spelling  Content: description of the work-term location and nature of job, skills learned, etc.	5%	The letter complies with <b>very few or none</b> of the guidelines.	The letter complies with a <b>few</b> of the guidelines.	The letter complies with <b>several</b> of the guidelines.	The letter complies with <b>many</b> of the guidelines.	The letter complies with <b>almost all</b> of the guidelines.	The letter complies with <b>all</b> of the guidelines.
<b>Rigour</b> Work-term report guidelines and conventions are followed.  Presentation: abstract, table of contents, list of tables, references, appendices, etc.  The general structure follows the guidelines.  Literary quality: grammar and spelling.	5%	The report complies with <b>very few or none</b> of the guidelines and conventions.	The report complies with a <b>few</b> of the guidelines and conventions.	The report complies with <b>several</b> of the guidelines and conventions.	The report complies with <b>many</b> of the guidelines and conventions.	The report complies with <b>almost all</b> of the guidelines and conventions.	The report complies with <b>all</b> of the guidelines and conventions.
<b>Precision</b> Concepts, terms, and principles are used precisely throughout the report (degree of accuracy and clarity).	30%	<b>Very few or no</b> concepts, terms and principles are used precisely throughout the report.	<b>A few</b> concepts, terms and principles are used precisely throughout the report.	<b>Some</b> concepts, terms and principles are used precisely throughout the report.	<b>Many</b> concepts, terms and principles are used precisely throughout the report.	<b>Almost all</b> concepts, terms and principles are used precisely throughout the report.	<b>All</b> concepts, terms and principles are used precisely throughout the report.
<b>Depth</b> The work presented is supported by analysis and scholarly references. The quality of the report is clear; for example, methods, principles or theories of practice, are correctly applied.	30%	<b>Very few or no</b> aspects of the work are supported by analysis and scholarly references.	<b>A few</b> aspects of the work are supported by analysis and scholarly references.	<b>Some</b> aspects of the work are supported by analysis and scholarly references.	<b>Many</b> aspects of the work are supported by analysis and scholarly references.	<b>Almost all</b> of the work is supported by analysis and scholarly references.	<b>All</b> the work is supported by analysis and scholarly references.
<b>Coherence</b> Elements across the report are linked together structurally and conceptually.	20%	<b>Very little or no</b> aspects of the report are organized structurally and conceptually.	<b>A few</b> aspects of the report are organized structurally and conceptually.	The report is <b>somewhat organized</b> with some elements linked, either within or across the report.	The report is <b>fairly well organized</b> with elements linked structurally or conceptually within <i>and</i> across the report.	The report is <b>very well organized</b> .	The report is <b>impeccably organized</b> .
<b>Relevance</b> The context and the work-term experience are well described in the report.	10%	The relevance of the content is <b>not evident</b> .	The relevance of the content is <b>evident to a limited degree</b> .	The relevance of the content is <b>moderately evident</b> .	The relevance of the content is <b>evident for the most part</b> .	The relevance of the content is <b>clearly evident for the most part</b> .	The relevance of the content is <b>clearly evident throughout</b> .