

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 coordinator signature	

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
Cover letter 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 very few or none of the guidelines.	The letter complies with a few of the guidelines.	The letter complies with several of the guidelines.	The letter complies with many of the guidelines.	The letter complies with almost all of the guidelines.	The letter complies with all of the guidelines.
Rigour 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 very few or none of the guidelines and conventions.	The report complies with a few of the guidelines and conventions.	The report complies with several of the guidelines and conventions.	The report complies with many of the guidelines and conventions.	The report complies with almost all of the guidelines and conventions.	The report complies with all of the guidelines and conventions.
Precision Concepts, terms, and principles are used precisely throughout the report (degree of accuracy and clarity).	30%	Very few or no concepts, terms and principles are used precisely throughout the report.	A few concepts, terms and principles are used precisely throughout the report.	Some concepts, terms and principles are used precisely throughout the report.	Many concepts, terms and principles are used precisely throughout the report.	Almost all concepts, terms and principles are used precisely throughout the report.	All concepts, terms and principles are used precisely throughout the report.
Depth 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%	Very few or no aspects of the work are supported by analysis and scholarly references.	A few aspects of the work are supported by analysis and scholarly references.	Some aspects of the work are supported by analysis and scholarly references.	Many aspects of the work are supported by analysis and scholarly references.	Almost all of the work is supported by analysis and scholarly references.	All the work is supported by analysis and scholarly references.
Coherence Elements across the report are linked together structurally and conceptually.	20%	Very little or no aspects of the report are organized structurally and conceptually.	A few aspects of the report are organized structurally and conceptually.	The report is somewhat organized with some elements linked, either within or across the report.	The report is fairly well organized with elements linked structurally or conceptually within <i>and</i> across the report.	The report is very well organized .	The report is impeccably organized .
Relevance The context and the work-term experience are well described in the report.	10%	The relevance of the content is not evident .	The relevance of the content is evident to a limited degree .	The relevance of the content is moderately evident .	The relevance of the content is evident for the most part .	The relevance of the content is clearly evident for the most part .	The relevance of the content is clearly evident throughout .