

Appendix B: Biochemistry and Biotechnology— Work Term Report Evaluation Form

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| Student's name and number | |
| Student email address (@uottawa.ca) | @uottawa.ca |
| Course code and term (e.g., BCH3901, fall 2015) | |
| Work term (first, second, third, fourth, fifth) | |
| Type of report (Type 1, Type 2 or Type 3) | |
| Confidentiality level | |
| CO-OP Employer | |
| Employer's work-term evaluation | Outstanding – Excellent – Very good – Good – Unsatisfactory – Very unsatisfactory |
| Final work term evaluation conducted by | Date : |
| Official work term report appraisal – Letter grade | Letter grade: P-F (Pass – Fail) |
| Report marked by | Date : |

Note: If a "fail" is given but a rewrite is allowed, the CO-OP Academic Coordinator will contact the student to specify the conditions. The Academic Coordinator will keep the CO-OP Office apprised of the situation.

| Criteria | Weight (%) | Very unsatisfactory Fail | Unsatisfactory Fail | Good Pass | Very good Pass | Excellent Pass | Exceptional Pass | Mark Obtained (%) |
|--|----------------|--------------------------|---------------------|-----------|----------------|----------------|------------------|-------------------|
| Letter of transmittal Presentation: address, subject, signature, date, etc. Literary quality: grammar and spelling. Content: description of the work term environment, nature of job, skills learned, etc. | Max: 5 | (0-2) | (2.5) | (3) | (3.5) | (4) | (5) | |
| Abstract The abstract complies with guidelines. It faithfully reflects the essence of the report. | Max: 5 | (0-2) | (2.5) | (3) | (3.5) | (4) | (5) | |
| Presentation and format The guidelines and instructions for work term reports are fully respected. All required elements have been included and are complete. Impeccably clean. Professional quality. | Max: 10 | (0-4) | (5) | (6) | (7) | (8) | (9-10) | |
| Literary quality Grammar and spelling. Clarity and style. | Max: 20 | (0-9) | (10-11) | (12-13) | (14-15) | (16-17) | (18-20) | |
| Precision Concepts, terms and principles are used precisely throughout the report (degree of accuracy and clarity). | Max: 10 | (0-4) | (5) | (6) | (7) | (8) | (9-10) | |
| Depth Solid work presenting an in-depth and rigorous analysis supported by reliable references. The theory, principles and methods are based on solid and recognized grounds. | Max: 25 | (0-12) | (13-14) | (15-17) | (18-19) | (20-22) | (23-25) | |
| Quality of the sources The work is supported by referencing academic works and reliable sources. | Max: 5 | (0-2) | (2.5) | (3) | (3.5) | (4) | (5) | |
| Coherence Elements across the report are linked together structurally and conceptually. | Max: 10 | (0-4) | (5) | (6) | (7) | (8) | (9-10) | |
| Relevance The context and the work term experience are well described in the report. | Max: 10 | (0-4) | (5) | (6) | (7) | (8) | (9-10) | |

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| Comments to the student | Total mark: % |
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