COOP Report Grading Rubric

GRADE: P / F	*Meets Expectations* *(Satisfactory)*	*Does not meet expectations* *(Unsatisfactory)*
1. Content of the Coop Final Report		
A. Submission of required elements	All 5 required elements included: 1. signed statement of academic integrity; 2. main report; 3. employer's mid-term evaluation; 4. employer's final evaluation, in its entirety; and 5. student post-work term evaluation.	All 5 required elements not included: 1. signed statement of academic integrity; 2. main report; 3. employer's mid-term evaluation; 4. employer's final evaluation, in its entirety; and 5. student post-work term evaluation.
B. Cover letter (1 page single spaced)	- Professional cover letter, with all required elements included	- Cover letter is lacking in professionalism, missing elements, or incomplete
C. Title page	- Appropriately specific and creative	- Title page is vague, incomplete, or missing
D. Executive summary (1 page single spaced)	1. Briefly describe the organization where you did your internship, including tasks and responsibilities 2. Name the essential skills selected for your internship and those you have previously explored 3. Progress report concerning your learning and performance goals	- Executive summary does not adequately represent the final report itself - Executive summary is missing one or more of the required elements
E. Table of Contents	- Table of contents is complete and includes a list of Appendices	- Table of Contents is either not provided OR incomplete

F. Signed Statement of Academic Integrity	- The signed Statement of Academic Integrity is provided	- The signed Statement of Academic Integrity is *not* provided
G. Report itself (about 6 pages single-spaced)	- Report incorporates all required elements: - Introduction - Components of the main body of the report - 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: - Learning objectives - Performance objectives - 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 - The essential skills selected for your internship and how they were explored - Analysis of your progress through questions A, B, C and D (See writing guide) - 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: - Learning objectives - Performance objectives - 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 - The essential skills selected for your internship and how they were explored - Analysis of your progress through questions A, B, C and D (See writing guide) - Provides a conclusion
H. References	- Includes current and diverse references - Appropriate use of wide range of relevant references which could include:	*One or more of the following elements are limited, incomplete, or missing:* - current and diverse references

	- interviews - websites - internal organizational documents - course textbooks and other course materials - outside readings - All references appropriately: - cited in the body of the report - properly formatted in the References/Bibliography	- Wide range of relevant references which could include: - interviews - websites - internal organizational documents - course textbooks and other course materials - outside readings - All references appropriately: - cited in the body of the report - properly formatted in the References/Bibliography
I. Appendices	All required appendices included: 1. Glossary of acronyms, if your text has more than five acronyms; 2. The list of your objectives (two learning and three performance) and the essential skills on which you worked; 3. Employer's mid-term evaluation; 4. Employer's final evaluation. Include the ENTIRE completed form, including the name of the supervisor and summative evaluation; and 5. Student post work-term evaluation. Please add suggestions for areas of improvement, if you have indicated areas of dissatisfaction. If necessary, add an extra page of suggestions.	*One or more of the following elements are limited, incomplete, or missing:*

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.

Professionalism in communication and presentation: clarity of writing; spelling and grammar; respected length limits (word counts); formatting of document as per requirements.	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).	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).
Summary Comments:		