



VOTRE LIEN AVEC CE QUI COMPTE — CONNECTS YOU TO WHAT MATTERS

CO-OP Report Grading Rubric

1. Content of the CO-OP Final Report

GRADE: P or F	<i>Meets Expectations</i> <i>(Satisfactory)</i>	<i>Does not meet expectations</i> <i>(Unsatisfactory)</i>
A. Submission of required elements	All 5 required elements included: <ol style="list-style-type: none"> 1. All required elements of Report 2. Completed and signed Statement of Academic Integrity 3. Employer’s mid-term evaluation 4. Employer’s final evaluation 5. Student work term evaluation 	Missing any of the 5 required elements: <ol style="list-style-type: none"> 1. All required elements of Report 2. Completed and signed Statement of Academic Integrity 3. Employer’s mid-term evaluation 4. Employer’s final evaluation 1. Student work term evaluation
B. Cover letter (1 page single spaced)	<ul style="list-style-type: none"> • Professional cover letter, with all required elements included 	<ul style="list-style-type: none"> • Cover letter is lacking in professionalism, missing elements, or incomplete
C. Title page	<ul style="list-style-type: none"> • Appropriately specific and creative 	<ul style="list-style-type: none"> • Title page is vague, incomplete, or missing
D. Executive summary (1 page single spaced)	<ul style="list-style-type: none"> • Representative ‘elevator pitch’ for your final report • Includes summary of: <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Table of contents is complete and includes a list of Appendices 	<ul style="list-style-type: none"> • Table of Contents is either not provided OR incomplete
F. Signed Statement of Academic Integrity	<ul style="list-style-type: none"> • The signed Statement of Academic Integrity is provided 	<ul style="list-style-type: none"> • The signed Statement of Academic Integrity is <i>not</i> provided

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G. Report itself (Maximum 2,500 words or about 5 pages single-spaced)	<ul style="list-style-type: none"> • Report incorporates all required elements: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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 • Provides a conclusion 	<p><i>Report is missing one or more of the required elements:</i></p> <ul style="list-style-type: none"> • Introduction • Main body of the report • Conclusion <p><i>One or more of the following elements are limited, incomplete, or missing:</i></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 • Provides a conclusion
H. References	<ul style="list-style-type: none"> • Includes current and diverse references • Appropriate use of wide range of relevant references which could include: <ul style="list-style-type: none"> ○ interviews ○ websites ○ internal organizational documents ○ course textbooks and other course materials ○ outside readings • All references appropriately: <ul style="list-style-type: none"> ○ cited in the body of the report ○ properly formatted in the References/Bibliography 	<p><i>One or more of the following elements are limited, incomplete, or missing:</i></p> <ul style="list-style-type: none"> • current and diverse references • Wide range of relevant references which could include: <ul style="list-style-type: none"> ○ interviews ○ websites ○ internal organizational documents ○ course textbooks and other course materials ○ outside readings • All references appropriately: <ul style="list-style-type: none"> ○ cited in the body of the report ○ properly formatted in the References/Bibliography

GRADE: P or F	<i>Meets Expectations</i> <i>(Satisfactory)</i>	<i>Does not meet expectations</i> <i>(Unsatisfactory)</i>
I. Appendices	All required appendices included: <ul style="list-style-type: none"> • Glossary of acronyms (if report has > 5) • List of learning objectives, performance objectives and leadership objective • Employer’s mid-term evaluation • Employer’s final evaluation • Student work term evaluation 	<i>One or more of the following elements are limited, incomplete, or missing:</i> <ul style="list-style-type: none"> • Glossary of acronyms (if report has > 5) • List of learning objectives, performance objectives and leadership objective • Employer’s mid-term evaluation • Employer’s final evaluation Student work term evaluation

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.

GRADE: P or F	<i>Meets Expectations</i> <i>(Satisfactory)</i>	<i>Does not meet expectations</i> <i>(Unsatisfactory)</i>
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).

3. Summary Comments

Summary Comments: