

FINAL WORK TERM REPORT EVALUATION CRITERIA:

All Co-operative Education students will be given a "P" for **PASS** for their Work Term Report providing their report includes all the **REQUIRED** criteria and is deemed acceptable by the Academic Department.

A. REQUIRED CRITERIA:

1. Presentation - Report must be Bound, Cerlox or stapled _____
2. Received by Due Date _____
3. Cover:
 - 3.1 Title _____
 - 3.2 Employer Information (i.e. Company Name, Department Name) _____
 - 3.3 Author (Name, Student Number, Program of Study) _____
 - 3.4 Work Term Information (i.e. FALL 1999) _____
 - 3.5 Employer Approval/Signature _____
4. Table of content _____
5. Introduction: (Background, Organizational Structure, Products, Services etc.)
 - 5.1 Captures reader's interest _____
 - 5.2 Purpose of report _____
6. Main Body of Report: (Job Description, Projects, Seminars/Training, etc.)
 - 6.1 Organization _____
 - 6.2 Clarity _____
 - 6.3 Conciseness _____
 - 6.4 Completeness _____
 - 6.5 Objectivity _____
 - 6.6 Typing _____
 - 6.7 Diagrams/Illustrations/Organizational Chart _____
7. Evaluation
 - 7.1 Work Term Learning Objective _____
 - 7.2 Future Employment Opportunities _____
8. Conclusions _____
9. Recommendations _____
10. Length of Report (2000 - 2500 words) _____
11. Enclosures (Final Employer Evaluation) _____

B. OPTIONAL CRITERIA:

- Glossary _____
- Bibliography _____
- Appendix(ces) _____

Marker's Comments:

MISSING DOCUMENTS:

POSTCARD LEARNING OBJECTIVES MIDTERM PROGRESS REPORT EMPLOYER EVALUATION

STUDENT NAME: _____

WORK TERM GRADE _____

OVER.....

GRADE CHANGE:

Students who obtain an “IF” as a result of missing documents have the opportunity to submit the documents and request a GRADE CHANGE. Students must submit all missing documents to the Co-op Department within the first three months following the start of the semester after their work term..

Students who obtain an “IF” as a result of an unsatisfactory Work Term Report have the opportunity to re-submit their report for a re-evaluation and marking. Unsatisfactory reports must be re-submitted within the first three months following the start of the semester after their work term.

Failure to comply with the above will result in an “F” for the scheduled work term.

Any Co-op student receiving an “F” for any scheduled work term will NOT be granted the Co-op designation on his/her Graduation Diploma.