



Co-op Work Term Confidential Technical Memo Grade Form

Student Instructions

Please fill out top portion of the form and have your supervisor complete the grading rubric and sign the bottom of the form. Submit both the signed release and confidential grade form to Canvas by the assignment deadline indicated in the work term checklist.

Student Name: _____ Date: _____

Student Number: _____ Discipline: _____

Work Term Period: Year: _____ Jan – Apr May – Aug Sept – Dec

Company Name: _____

Supervisor Name: _____

Title of Assignment: _____

Supervisor Instructions

Please grade the student's technical memo assignment using the grading rubric shown below and return the completed form to the student. It is the student's responsibility to submit the form to the co-op program.

Literary Quality	Tone / Style	/10
	Grammar / Spelling	/10
Technical Quality	Suitability of Topic	/5
	Analytical Content	/10
Body of Memo	Header	/5
	Purpose	/10
	Summary	/10
	Discussion	
	Background Information	/5
	Data / Evidence	/5
	Valuable Explanation of Results	/15
	Actions / Recommendations	/15
Total		/100

Memo Grade

- Excellent: 80 – 100
- Good: 65 – 79
- Satisfactory: 50 – 64
- Unsatisfactory: 0 – 49

Comments

Supervisor Name: _____ Phone Number: _____

Supervisor Signature: _____ Date: _____