



## Co-op Work Term Confidential Technical Presentation 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 presentation 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.

Structure	Overall Presentation	/5
	Knowledge of Audience	/5
	Clarity	/5
	Style	/5
Content	Suitability of Topic	/5
	Authority and Accuracy	/10
	Analytical Content	/10
	Thoroughness of Treatment	/10
	Table / Figure Presentation	/5
Expression	Quality of Visual Aids	/10
	Ability to Engage Audience	/10
	Oral Communication Skills	/20
<b>Total</b>		<b>/100</b>

### Presentation Grade

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

### Comments

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_