



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 |
| Total | | /100 |

Presentation Grade

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

Comments

Supervisor Name: _____ Phone Number: _____

Supervisor Signature: _____ Date: _____