



## Co-op Work Term Confidential Technical Report 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 report 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.

### Report Grade

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

### Comments

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

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



### Technical Report Grading Rubric

<b>Literary Quality</b>	Grammar	/5
	Spelling	/5
	Clarity	/5
	Style	/5
	Structure / Format	/5
<b>Technical Quality</b>	Introduction	/7
	Discussion	
	Authority and Accuracy	/5
	Analytical Content	/10
	Thoroughness of Treatment	/5
	Table / Figure Presentation	/5
	Conclusion	/7
	Recommendations	/7
Appendix <small>*if no appendix, assign points to analytical content</small>	/4	
<b>Requirements</b>	Suitability of Topic	/5
	Title Page	/2
	Preface / Foreword	/2
	Summary	/7
	Table of Contents	/2
	List of Figures / List of Tables	/2
	References	/5
<b>Total</b>		<b>/100</b>