

CO-OP Work Term Report Evaluation Grid

Student name			
Student number			
Course code and session (winter, summer, fall)			
Work term (First, second, third, fourth)			
Type of report	Type 1 non-confidential	Type 2 confidential	
CO-OP employer			
Evaluator's name			
Employer's work term evaluation	Exceptional	Excellent	Very Good
	Good	Fair	Needs Improvement
Official work term report appraisal – Letter Grade	Letter grade:	Pass	Fail
Departmental coordinator signature and/or Type 2 confidential report evaluator signature			

Notes

- Type 2 confidential reports: We recommend that the employer evaluate the work-term report using the same guidelines and evaluation form presented in this document. Please consult the specific program guidelines for the submittal process and deadlines.
- If a “fail” grade is given, the CO-OP academic coordinator contacts the student and the CO-OP Advisor (CA) responsible for the student’s program to discuss the evaluation and determine if the student can re-submit the work-term report.
- Request for report resubmissions: Please use the resubmission requests tool in the CO-OP Navigator. You may add instructions in a comment box as well as upload the evaluation form to communicate suggested changes and improvements.
- Recommendation: Allow resubmission of a report for the first work term only or with proper justification.
- Recommendation: Allow resubmission for grades of 40% to 64%. Without proper justification, automatic failure is recommended for grades below 40%.

Criteria	%	Not satisfactory F to E (0 – 1) Fail	Needs improvement D to D+ (2 – 3) Fail	Good C to C+ (4 – 5) Pass	Very good B to B+ (6 – 7) Pass	Excellent A- to A (8 – 9) Pass	Exceptional A+ (10) Pass
Cover letter Presentation Address line, subject line, signature, date, etc. Literary quality: grammar and spelling Content: description of the work-term location and nature of job, skills learned, etc.	5%	The letter complies with very few or none of the guidelines.	The letter complies with a few of the guidelines.	The letter complies with several of the guidelines.	The letter complies with many of the guidelines.	The letter complies with almost all of the guidelines.	The letter complies with all of the guidelines.
Rigour and Precision Work-term report guidelines and conventions are followed. Presentation: abstract, table of contents, list of tables, references, appendices, etc. The general structure follows the guidelines. Literary quality: grammar and spelling. Concepts, terms, and principles are used precisely throughout the report (degree of accuracy and clarity).	25%	The report complies with very few or none of the guidelines and conventions Very few or no concepts, terms and principles are used precisely throughout the report Literary quality is not satisfactory: grammar and spelling.	The report complies with a few of the guidelines and conventions A few concepts, terms and principles are used precisely throughout the report. Literary quality needs improvement: grammar and spelling.	The report complies with several of the guidelines and conventions. Some concepts, terms and principles are used precisely throughout the report Literary quality is good: grammar and spelling.	The report complies with many of the guidelines and conventions. Many concepts, terms and principles are used precisely throughout the report. Literary quality is very good: grammar and spelling.	The report complies with almost all of the guidelines and conventions. Almost all concepts, terms and principles are used precisely throughout the report. Literary quality is excellent: grammar and spelling.	The report complies with all of the guidelines and conventions. All concepts, terms and principles are used precisely throughout the report. Literary quality: grammar and spelling.
Description of accomplishments The work presented is supported by analysis and scholarly references. The quality of the report is clear; for example, methods, principles or theories of practice, are correctly applied.	30%	Very few or no aspects of the work are supported by analysis and scholarly references.	A few aspects of the work are supported by analysis and scholarly references.	Some aspects of the work are supported by analysis and scholarly references.	Many aspects of the work are supported by analysis and scholarly references.	Almost all of the work is supported by analysis and scholarly references.	All the work is supported by analysis and scholarly references.
Coherence and Reflections Elements across the report are linked together structurally and conceptually. The context and the work-term experience are well described in the report. Reflections are thoughtful and authentic.	40%	Very little or no aspects of the report are organized structurally and conceptually. The relevance of the content is not evident.	A few aspects of the report are organized structurally and conceptually. The relevance of the content is evident to a limited degree.	The report is somewhat organized with some elements linked, either within or across the report. The relevance of the content is moderately evident.	The report is fairly well organized with elements linked structurally or conceptually within and across the report. The relevance of the content is evident for the most part.	The report is very well organized. The relevance of the content is clearly evident for the most part.	The report is impeccably organized. The relevance of the content is clearly evident throughout.

Comments