

CO-OP Work Report Evaluation

Student's Name: _____ Student ID#: _____
 Year, Term: _____ Previously Completed Work Reports: _____
 Employer: _____
 Report Title: _____
 Evaluated By: _____

SUBMITTAL LETTER, TITLE PAGE	/5
format, content, signature	
EXECUTIVE SUMMARY	/5
includes highlights of both Conclusions and Recommendations	
TABLE OF CONTENTS, LIST OF FIGURES & TABLES	/5
structure, appropriate arrangement of sections	
INTRODUCTION	/5
provides background, sets agenda, prepares reader	
BODY OF REPORT	/25
overall understanding of significance of work, authority, accuracy	
CONCLUSIONS (and RECOMMENDATIONS, if any)	/10
summary, perception of problems, ability to make recommendations	
CITING/REFERENCING and BIBLIOGRAPHY	/15
adequate sources, sufficient and proper citations	
GENERAL WRITING ABILITY	/15
clarity, format, organization, smooth flow	
ENGLISH GRAMMAR, SPELLING, LANGUAGE USAGE	/15
correctness, appropriate vocabulary, level of sophistication, structure, arrangement	
COMMENTS:	TOTAL: /100