

Work Term Report Evaluation

SITE

Students name:

Employer:

Student Number:

Course (report #):

Criteria	E=Excellent G=Good P=Passable U=N/A or Unsatisfactory	Commentaires/Comments
<u>Presentation</u> <ul style="list-style-type: none"> • Letter of submittal • Front cover and title page • Table of contents • List of tables and appendices • Overall appearance 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<u>Structure</u> <ul style="list-style-type: none"> • Summary/abstract • Introduction • Conclusions • Recommendations • Appendices • References 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<u>Literary quality</u> <ul style="list-style-type: none"> • Grammar • Spelling • Clarity • Style 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<u>Quality of subject matter</u> <ul style="list-style-type: none"> • Relevance of ideas/solutions presented • Quality of analysis • Understanding and depth of the concepts discussed • Understanding of significance of the work within the employer's environment 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
Overall Appraisal	Pass _____	Resubmit _____ Fail _____

Evaluator: _____

Date: _____