

WORK TERM 905 TECHNICAL REPORT EVALUATION FORM

Engineering Co-op Department
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**Engineering
 Co-op Program**

Work term in which report written: Year 20____ Jan-Apr ____ May-Aug ____ Sept-Dec ____

Student's Name _____ ID No. _____ Dept. _____

Employer's Name _____

Topic of Report _____

Evaluated by _____ Date _____

FORMAT (Please check)	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Typed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Spaced	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

STRUCTURE (Please check)	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should contain a)Background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusion & Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LITERARY QUALITY (Please check)	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY OF SUBJECT MATTER	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Suitability of Topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of Topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughness of Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL EVALUATION	Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you recommend this report be shown at employer interview?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Comments: _____

Evaluator's Signature _____
 (if evaluated by an employer, this signature will verify that the employer prefers not to release the contents of this report)