Marking Guidelines for Confidential Work Term Report

A Work Term Report is a crucial part of the Co-op Work-Term. The written report has three goals:

- Improve technical writing skills of Science Co-op students by providing students with the chance to develop their written communication skills
- Provide the Employer with documentation of the student's work term project
- Provide the University with the basis for grading the student's work term and providing course credit

Expectations of the Work Term Report:

1. **Relevant to the student's work project**	Students must discuss the topic of their report with the work supervisor before starting the report.	◯
2. **Analytical**	Contain evidence of analysis and problem-solving skills.	◯
3. **Self-contained**	Contain sufficient background material for a clear understanding of the problem by reader with similar technical background.	◯
4. **Clear**	Clear overview of the students' project, methods, techniques employed, and results.	◯
5. **Concise**	To the point without omitting important details.	◯

Guidelines for Grading:

1. **Quality of English**	Easy to read and written in formal and clear language. No spelling or grammatical errors.	◯
2. **Presentation**	Self-contained with a clear and logical structure appropriate to the topic.	◯
3. **Technical and Analytical Content**	A clear statement of a problem, its components and recommendations or solutions should be provided. There should be an accurate, thorough, and honest description of the project and results.	◯
4. **Value and Reliability**	Is the technical report valuable to the employer? Is it consistent with the supervisor's knowledge of the project?	◯

Please evaluate the report and submit the final grade via Scope.
A hard copy of the Work Term Report Evaluation is available upon request.