Student Name: ID #:

**COOP Final Report Evaluation Scheme**

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| --- | --- | --- | --- |
| Criteria | Details | Marks | Earned Grade |
| Format | 1. Language (Spelling and Grammar) 2. Table of Contents 3. List of Figures 4. List of Tables 5. References | 15 | ……. |
| Report Elements | 1. Introduction to the technical contents 2. Company profile (max. 1 page) 3. Objectives 4. Issues related to **safety** 5. Conclusion (Technical) stating added knowledge in the technical field. 6. Recommendations. 7. Mapping of the achieved tasks versus the training plan. | 15 | …… |
| Technical Contents | 1. Technical background to the main subject (from courses studied before the COOP) 2. **Case studies** (showing depth of knowledge and student contribution) 3. **Design** component (Mandatory)\*\* | 5  20  5 | ……..  ……..  …….. |
|  | Total | 60 | ……. |

\*\* A Student can perform a redesign of an existing element or suggest an improvement of in a component showing all design details in terms of assumptions, analysis and cost study

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**95 ≤ A+ ≤ 100 90 ≤ A < 95 85 ≤ B+ < 90**

**80 ≤ B < 85 70 ≤ C+ < 80 60 ≤ C < 70**

**50 ≤ D+ < 60 40 ≤ D < 50 F < 40**

Please use the final report grade from the previous form and add it to item # 6 below.

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| --- | --- | --- | --- | --- |
| Assignment # | Nature | Marks | Marks (out of) | Comments |
| 0 | Contact Guide |  | 2 |  |
| 1 | Training plan |  | 8 | About quality of training plan and promptness in submitting it (deadlines is end of second week from the start of coop training ) |
| 2 | First progress report |  | 10 | 4 marks for promptness in submission  6 marks for report quality |
| 3 | Second progress report |  | 10 | 4 marks for promptness in submission  6 marks for report quality |
| 4 | First draft of final report |  | 5 |  |
| 5 | Second draft of final report |  | 5 |  |
| 6 | Final report  (has a separate form) |  | 60 | Quality of report, quality of case studies and evaluation of the industrial experience the student acquired |
| Total | |  | 100 | Total will be automatically calculated in Blackboard. |

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_