

Western Engineering

Long Term Co-op Report Requirements

- 8 to 9 pages (double-spaced); plus cover page
- Any pictures, diagrams, special projects etc. that you wish to include are optional and additional to your 8 to 9 pages of report content

| Criteria | Satisfactory | Unsatisfactory |
|-----------------------------|--|--|
| Cover Page | Includes; Name, student number, Engineering program, company name, position title, date of submission. | Does not include a cover page. |
| Company Overview | Includes a variety of details in describing the details of the company; History, the structure of the organization, culture of the organization, description of products or services, company values, and notable achievements. | Does not include details of the company. |
| Position Description | Examples of technical and non-technical job duties, skills learned through assigned duties, training received, mentorship received, special assignments, etc. | Does not include an adequate description of role and responsibilities. |

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| Major Projects and Key Learnings | <p>Provides a clear description of at least 1 major project. Includes details regarding role, responsibilities, and outcomes.</p> <p>Describes in detail skills and knowledge developed from projects.</p> | Content is incomplete. |
| Applicability to Degree and Program | Content provides detailed reflection on the correlation between skills and qualities learned in workplace and skills and qualities learned in post- secondary degree. | Content is incomplete. |
| Affected of Co-op on Career Goals | Content is insightful and reflects on how experience has affected or changed career goals. | Content is not included in report. |
| Comments on Overall Experience | Tone of paper is respectful to Employer and content is reflective. | Content contains disparaging marks towards Employer. |
| Spelling, Grammar, and Punctuation | <p>Report uses proper use of spelling, grammar and punctuation.</p> <p>Language is clear and sentences use a varied structure.</p> | <p>Report contains numerous spelling, grammatical and punctuation errors.</p> <p>Report written in a conversational tone.</p> |
| Report Neatness and Organization | Structure of paper is clear and easy to follow. | <p>Organization and structure distract reader from content.</p> <p>Paragraphs lack transition.</p> |