

# Western Engineering

## Co-op Report Requirements

- 4 to 5 pages (double-spaced); plus cover page
- Any pictures, diagrams, special projects etc. that you wish to include are optional and additional to your 4 to 5 pages of report content

<b>Criteria</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Cover Page</b>	Includes: Name, student number, Engineering program, company name, position title, date of submission.	Does not include a cover page.
<b>Company Overview</b>	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.
<b>Position Description</b>	Includes 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 roles and responsibilities.

<b>Major Projects and Key Learnings</b>	Provides a clear description of at least 1 major project. Includes details regarding role, responsibilities, and outcomes. Describes in detail skills and knowledge developed from projects.	The content is incomplete. Key learning from projects not discussed.
<b>Comments on Overall Experience</b>	The tone of the paper is respectful to the Employer and the content is reflective.	Content contains disparaging marks towards Employer.
<b>Spelling and Grammar</b>	The report uses proper use of spelling, grammar, and punctuation.  Language is clear and sentences use a varied structure.	The report contains numerous spelling, grammatical, and punctuation errors.
<b>Report Neatness and Organization</b>	The structure of the paper is clear and easy to follow.	The structure of the paper is not easy to follow and the organization and structure distract the reader from the content. No paragraph transitions.