

About STRUCTURE contents in the physics co-op work-term report grading rubric

(Only for the entries which may not be self-explanatory)

Title page: title of the report, author's name with student number; date of submission; major; work term # and academic semester; department and university; employer's name/institution/address. This is a mandatory entry of the report.

Letter of submittal: provide a glance view of your work-term to the faculty advisor, basically, where you performed the work and what you did; what was used to compose the report and what kind of audience the report was intended for. This is a mandatory entry of the report.

Employer Evaluation Form: This is required to be attached at the end of the report (as the last page) and this is not to be confused with the employer evaluation on the work performance, that will need to go to the Co-op centre rather than to be a part of this report. This is a mandatory entry of the report.

General note: Depending on the nature and the detail format (check with the advisor if in doubt), not every report would necessarily contain all the entries that the rubric shows. For example for some reports it might not need to have appendices and recommendations.