

Co-op Work Report Rubric – December 2019 Update

Points	4	3	2	1	0
Summary of Responsibilities and Duties Performed	<p>Concise description of relevant aspects of the organization and its activities</p> <p>Technical responsibilities and duties described with valuable details</p> <p>Thoughtful examples of other relevant responsibilities, duties or training</p>	<p>Concise description of relevant aspects of the organization and its activities</p> <p>Technical responsibilities and duties described with good detail</p> <p>Examples of other responsibilities, duties or training provided</p>	<p>The organization and its activities are described. Details missing or excessive</p> <p>Technical responsibilities and duties described with sufficient detail</p> <p>An example of other responsibilities or training provided</p>	<p>Description of the organization and its activities vague or unclear</p> <p>Description of technical responsibilities and duties lacks detail or clarity</p>	<p>Inadequate description of the organization and its activities</p> <p>Little to no description of technical responsibilities and duties</p> <p>No examples of other training or work experiences provided</p>
Learning Objectives: Career Context GA 12.1	Thoughtful description of personal career goals and progress towards goals prior to work term	Clear description of personal career goals and progress towards goals prior to work term	Some description of personal career goals and progress towards goals prior to work term	Description of personal career goals and progress towards goals vague or unclear	Little to no career context provided for next steps in professional development
Learning Objectives: Work Term Learning Goals GA 12.1	<p>Work term learning goals clearly stated with focus on developing specific engineering competencies</p> <p>Role of work experience in achieving learning goals well articulated and justified</p>	<p>Work term learning goals stated with focus on developing engineering competencies</p> <p>Role of work experience in achieving learning goals described and justified</p>	<p>Work term learning goals described with focus on meeting job requirements</p> <p>Role of work experience in achieving learning goals described</p>	<p>Work term learning goals vague or unclear</p> <p>Little reasoning to connect the work experience with learning goals</p>	Work term learning goals vague or missing
Description of Engineering Experience: Application of Theory (Analysis, Design & Synthesis, Testing Methods, Implementation Methods) (8 point max for this criterion rather than 4)	<p>Critical discussion of experience gained applying theory</p> <p>Numerous, varied and relevant experiences described to support discussion</p>	<p>Sound discussion of experience gained applying theory</p> <p>Several relevant experiences described to support discussion</p>	<p>Discussion of experience gained applying theory could have more breadth or depth</p> <p>Examples of work term experience provided to support discussion could be more relevant or better explained</p>	<p>Gaps in discussion of experience gained in applying theory</p> <p>Examples of work term experience provided to support discussion lacking</p>	Fails to demonstrate an understanding of the application of theory
Description of Engineering Experience: Practical (Function of Components, Limitations, Significance of Time, Codes, Standards, & Regulations)	<p>Clear and thoughtful discussion of practical experience gained in several of the listed areas</p> <p>Numerous and varied experiences described to support discussion</p>	<p>Clear discussion of practical experience gained in several of the listed areas</p> <p>Several relevant experiences described to support discussion.</p>	<p>Additional breadth or depth could be provided in discussion of practical experience</p> <p>Examples of work term experience provided to support discussion could be more</p>	<p>Gaps in discussion of practical experience</p> <p>Examples of work term experience provided to support discussion lacking</p>	Description does not demonstrate knowledge of practical engineering experience

			relevant or better explained		
Description of Engineering Experience: Practical Experience with Tools GA 5.3	Clear description of experience using numerous engineering tools used, with insightful comment on their limitations	Clear description of experience using several engineering tools, with recognition of their limitations	Description of experience using engineering tools lacks technical detail Comment on the limitations of at least one tool	Gaps in description of experience using engineering tools Limitations of the tools not acknowledged	Description fails to demonstrate knowledge of engineering tools or their limitations
Description of Engineering Experience: Management (Planning, Scheduling, Budgeting, Supervision) GA 11.1	Clear and thoughtful discussion of experience gained in several areas of project management Includes recognition of adjustments that need to be made during projects to meet deadlines within budgets (11.2) Numerous and varied experiences described to support discussion	Clear discussion of experience gained in several areas of project management Several relevant experiences described to support discussion	Additional breadth or depth could be provided in discussion of project management experience Examples of work term experience mainly observations of others	Gaps in discussion of experience gained in project management Examples of work term experience provided to support discussion lacking	Description does not demonstrate knowledge of project management or ability to apply techniques
Description of Engineering Experience: Communications (Key messages and audiences in various types of communication) GA 7.1	Clear and thoughtful discussion of experience gained in identifying key messages and audiences for a variety of communication types Numerous and varied experiences described to support discussion	Clear discussion of experience gained in identifying key messages and audiences for a variety of communication types Several relevant experiences described to support discussion	Additional breadth or depth could be provided in discussion of experience identifying key messages and audiences for communications Examples of work term experience provided to support discussion could be more relevant or better explained	Gaps in discussion of experience gained in identifying key messages and audiences for communications Examples of work term experience provided to support discussion lacking	Description does not demonstrate ability to identify key messages or audiences in verbal or written communications
Description of Engineering Experience: Communications (Processing oral and written communications) GA 7.5	Clear and thoughtful discussion of experience gained in processing oral and written communications, such as following instructions, actively listening, responding to feedback, and asking for clarification Numerous and varied experiences described to support discussion	Clear discussion of experience gained in processing oral and written communications, such as following instructions, actively listening, responding to feedback, and asking for clarification Several relevant experiences described to support discussion	Additional breadth or depth could be provided in discussion of experience gained in processing oral and written communications Examples of work term experience provided to support discussion could be more relevant or better explained	Gaps in discussion of experience gained in processing oral and written communications Examples of work term experience provided to support discussion lacking	Description does not demonstrate ability to process oral or written communication
Description of Engineering	Clear and thoughtful discussion of the	Clear discussion of the implications of	Additional breadth or depth could be	Gaps in discussion of the implications	Description does not demonstrate an

<p>Experience: Impact on Society and the Environment GA 9.1</p>	<p>implications of work term projects or responsibilities for society, the environment and health and safety within the workplace</p> <p>Numerous specific and relevant examples of work term experience provided to support discussion</p>	<p>work term projects or responsibilities for society, the environment and health and safety within the workplace</p> <p>Several specific and relevant examples of work term experience provided to support discussion</p>	<p>provided in discussion of the implications of work term projects or responsibilities for society, the environment and health and safety within the workplace</p> <p>Examples of work term experience provided to support discussion could be more relevant or better explained</p>	<p>of work term projects or responsibilities for society, the environment and health and safety within the workplace</p> <p>Examples of work term experience to support discussion are lacking</p>	<p>understanding of the implications of work term projects or responsibilities for society, the environment or health and safety within the workplace</p>
<p>Critical Analysis: Quality of Experience GA 12.2</p>	<p>Critical discussion of strengths and gaps in knowledge, skills and experience</p>	<p>Discussion of strengths and gaps in knowledge, skills and experience</p>	<p>Discussion of knowledge, skills and experience over-emphasizes strengths or gaps</p>	<p>Discussion of knowledge, skills and experience lacks detail</p>	<p>Incoherent discussion of knowledge, skills and experience</p>
<p>Critical Analysis: Demonstrated Capability for Development GA 12.3</p>	<p>Critical evaluation of contribution of work term experience towards achieving work term learning goals and other professional development needs</p> <p>Consideration of opportunities and barriers during work term with insightful reflection on means for establishing successful work experiences in future</p>	<p>Evaluation of contribution of work term experience towards achieving learning goals and other professional development needs</p> <p>Consideration of opportunities and barriers during work term with clear reflection on means for establishing successful work experiences in future</p>	<p>Comment on contribution of work term experience towards achieving work term learning goals</p> <p>Discussion of opportunities and barriers during work with some recognition of means to achieve success work experiences in future</p>	<p>Evidence of missed opportunities for knowledge and skills development</p> <p>Evaluation of work term experience emphasizes factors beyond student's control</p>	<p>Achievement of learning objectives simply stated</p>
<p>Critical Analysis: Professional Development GA 12.1</p>	<p>Insightful discussion of next steps for professional development, with thoughtful plan to address</p>	<p>Clear discussion of next steps for professional development, with plan to address</p>	<p>Some discussion of next steps for professional development, with some ideas for addressing</p>	<p>Plan for professional development is vague or unclear</p>	<p>Little to no recognition of need for professional development plan</p>
<p>Grammar, Sentence & Paragraph Structure GA 7.3</p>	<p>Very few grammar, punctuation, or spelling errors</p> <p>Paragraph structure is coherent and logical throughout</p>	<p>Grammar, punctuation and spelling errors are infrequent (< 1-2/page)</p> <p>Paragraph structure is mostly logical</p>	<p>Grammar, punctuation and spelling errors exist but do not severely inhibit delivery</p> <p>Paragraph structure is effective in many sections</p>	<p>Grammar, punctuation and spelling errors are starting to inhibit communication</p> <p>Paragraph structure is hindering communication</p>	<p>Grammar, punctuation and spelling errors inhibit communication</p> <p>Incoherent paragraph structure</p>
<p>Organization GA 7.3</p>	<p>Logical organization that minimizes repetition and promotes flow</p>	<p>Good organization with only minor problems with the flow of content</p>	<p>Some problems with organization of content</p>	<p>Weak organization. Multiple problems</p>	<p>Poorly organized</p>

	throughout. Excellent transitions			with repetition or disjointed content	
Style and Terminology GA 7.3	Appropriate style throughout. Strong technical and non-technical word choices	Appropriate use of technical terminology, with definitions as needed. Strong non-technical word choices	Some problems with style. Some jargon or weak word choices	Inappropriate use of technical terms or lack of definitions. Excessive jargon. Weak non-technical word choices	Inappropriate style Many weak technical and non-technical word choices
Formatting & Figures GA 7.3	Flawless formatting. Visually pleasing and easy to review Clear and informative figures and tables that consistently enhance delivery	Well formatted. Easy to review Clear figures and tables that mostly enhance presentation	Some minor formatting issues Some unclear or ineffective figures and tables	Many formatting issues present. Difficult to review Figures and tables do not enhance presentation	Major formatting issues present Figures and tables detract from delivery
Overall	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Points	64.8-72	54-64.8	46.8-54	36-46.8	0-36