

Co-op Final Report Grading Scheme

(Represents 35% of total Co-op grade)

Student Name:	
Course:	
Date:	

Criteria	Score	
	Actual	Max
1. Professional Cover Page		Out of 5
2. Overall Organization of the Report		Out of 15
3. Executive Summary		Out of 10
4. Report Content		Out of 40
5. Conclusion		Out of 10
6. Professional Presentation of the Report and Writing effectiveness		Out of 20
Total		100%