Co-op Work Report Rubric – December 2019 Update

Points	4	3	2	1	0
Summary of	Concise description of	Concise description	The organization	Description of the	Inadequate
Responsibilities	relevant aspects of the	of relevant aspects	and its activities	organization and its	description of the
and Duties	organization and its	of the organization	are described.	activities vague or	organization and its
Performed	activities	and its activities	Details missing or	unclear	activities
Terrormeu			excessive		
	Technical	Technical		Description of	Little to no
	responsibilities and	responsibilities and	Technical	technical	description of
	duties described with	duties described	responsibilities and	responsibilities and	technical
	valuable details	with good detail	duties described	duties lacks detail	responsibilities and
			with sufficient	or clarity	duties
	Thoughtful examples	Examples of other	detail		
	of other relevant	responsibilities,			No examples of
	responsibilities, duties	duties or training	An example of		other training or
	or training	provided	other		work experiences
			responsibilities or		provided
Loarning	Thoughtful description	Clear description of	training provided Some description	Description of	Little to no career
Learning Objectives:	of personal career	personal career	of personal career	personal career	context provided
Career Context	goals and progress	goals and progress	goals and progress	goals and progress	for next steps in
GA 12.1	towards goals prior to	towards goals prior	towards goals prior	towards goals vague	professional
OM 12.1	work term	to work term	to work term	or unclear	development
Learning	Work term learning	Work term learning	Work term learning	Work term learning	Work term learning
Objectives: Work	goals clearly stated	goals stated with	goals described	goals vague or	goals vague or
Term Learning	with focus on	focus on	with focus on	unclear	missing
Goals	developing specific	developing	meeting job		
GA 12.1	engineering competencies	engineering competencies	requirements	Little reasoning to	
	competences	competencies		connect the work	
	Dala of work	Dala of work	Role of work	experience with	
	Role of work experience in achieving	Role of work experience in	experience in achieving learning	learning goals	
	learning goals well	achieving learning	goals described		
	articulated and	goals described	80010 000011000		
	justified	and justified			
Description of	Critical discussion of	Sound discussion of	Discussion of	Gaps in discussion	Fails to
Engineering	experience gained	experience gained	experience gained	of experience	demonstrate an
Experience:	applying theory	applying theory	applying theory	gained in applying	understanding of
Application of			could have more	theory	the application of
Theory (Analysis,	Numerous, varied and	Several relevant	breadth or depth		theory
Design &	relevant experiences	experiences	Examples of work	Examples of work	
Synthesis,	described to support	described to	term experience	term experience	
Testing Methods,	discussion	support discussion	provided to	provided to support discussion lacking	
Implementation			support discussion	alacusaion lacking	
Methods)			could be more		
(8 point max for			relevant or better explained		
this criterion			explained		
rather than 4)					
Description of	Clear and thoughtful	Clear discussion of	Additional breadth	Gaps in discussion	Description does
Engineering	discussion of practical	practical	or depth could be	of practical	not demonstrate
Experience:	experience gained in several of the listed	experience gained in several of the	provided in discussion of	experience	knowledge of practical
Practical	areas	listed areas	practical		engineering
(Function of	2.000		experience	Examples of work	experience
Components,	Numerous and varied	Several relevant		term experience provided to support	·
Limitations,	experiences described	experiences	Examples of work	discussion lacking	
Significance of	to support discussion	described to	term experience	a.seassion lucking	
Time, Codes,		support discussion.	provided to		
Standards, &			support discussion		
Regulations)			could be more		

			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	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	to support discussion 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

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Experience:	implications of work	work term projects	provided in	of work term	understanding of
Impact on	term projects or	or responsibilities	discussion of the	projects or	the implications of
Society and the	responsibilities for	for society, the	implications of	responsibilities for	work term projects
Environment	society, the	environment and	work term projects	society, the	or responsibilities
GA 9.1	environment and	health and safety	or responsibilities	environment and	for society, the
G/13.2	health and safety	within the	for society, the	health and safety	environment or
	within the workplace	workplace	environment and	within the	health and safety
			health and safety	workplace	within the
	Numerous specific and	Several specific and	within the		workplace
	relevant examples of	relevant examples	workplace	Examples of work	
	work term experience	of work term		term experience to	
	provided to support	experience	Examples of work	support discussion	
	discussion	provided to	term experience	are lacking	
		support discussion	provided to		
			support discussion		
			could be more		
			relevant or better		
			explained		
Critical Analysis:	Critical discussion of	Discussion of	Discussion of	Discussion of	Incoherent
Quality of	strengths and gaps in	strengths and gaps	knowledge, skills	knowledge, skills	discussion of
Experience	knowledge, skills and	in knowledge, skills	and experience	and experience	knowledge, skills
GA 12.2	experience	and experience	over-emphasizes	lacks detail	and experience
Cuitinal Amalusia	Critical evaluation of	Evaluation of	strengths or gaps Comment on	Evidence of missed	Achievement of
Critical Analysis:	contribution of work	contribution of	comment on contribution of	opportunities for	learning objectives
Demonstrated		work term	work term	knowledge and	simply stated
Capability for	term experience towards achieving	experience	experience	skills development	Simply Stateu
Development	work term learning	towards achieving	towards achieving	3kiii3 developiileitt	
GA 12.3	goals and other	learning goals and	work term learning		
	professional	other professional	goals	Evaluation of work	
	development needs	development	800.00	term experience	
		needs	Diagonalia a of	emphasizes factors	
	Consideration of		Discussion of	beyond student's	
	Consideration of	Consideration of	opportunities and	control	
	opportunities and barriers during work	opportunities and	barriers during work with some		
	term with insightful	barriers during	recognition of		
	reflection on means for	work term with	means to achieve		
	establishing successful	clear reflection on	success work		
	work experiences in	means for	experiences in		
	future	establishing	future		
		successful work			
		experiences in			
		future			
Critical Analysis:	Insightful discussion of	Clear discussion of	Some discussion of	Plan for	Little to no
Professional	next steps for	next steps for	next steps for	professional	recognition of need
Development	professional	professional	professional	development is	for professional
GA 12.1	development, with	development, with	development, with	vague or unclear	development plan
=	thoughtful plan to	plan to address	some ideas for		
	address		addressing		
Grammar,	Very few grammar,	Grammar,	Grammar,	Grammar,	Grammar,
Sentence &	punctuation, or	punctuation and	punctuation and	punctuation and	punctuation and
Paragraph	spelling errors	spelling errors are	spelling errors exist	spelling errors are	spelling errors
Structure		infrequent (< 1-	but do not severely	starting to inhibit	inhibit
GA 7.3	Paragraph structure is	2/page)	inhibit delivery	communication	communication
37.3	coherent and logical				
	throughout	Paragraph	Paragraph	Paragraph structure	Incoherent
		structure is mostly	structure is	is hindering	paragraph structure
		logical	effective in many	communication	
			sections		
Organization	Logical organization	Good organization	Some problems	Weak organization.	Poorly organized
GA 7.3	that minimizes	with only minor	with organization	Multiple problems	
	repetition and	problems with the	of content		
	promotes flow	flow of content			
					1

GA 7.3	technical and non- technical word choices	terminology, with definitions as needed. Strong non-technical word	jargon or weak word choices	lack of definitions. Excessive jargon. Weak non-technical word choices	Many weak technical and non- technical word choices
Formatting &	Flawless formatting.	choices Well formatted.	Some minor	Many formatting	Major formatting
Figures GA 7.3	Visually pleasing and easy to review	Easy to review	formatting issues	issues present. Difficult to review	issues present
	Clear and informative figures and tables that consistently enhance delivery	Clear figures and tables that mostly enhance presentation	Some unclear or ineffective figures and tables	Figures and tables do not enhance presentation	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