

Name:			ID:		
Plan: <input type="checkbox"/> CIVE <input type="checkbox"/> ENVE <input type="checkbox"/> GEOE	Current Academic Term:		Submission Date:		
Report: <input type="checkbox"/> 200 <input type="checkbox"/> 300 <input type="checkbox"/> 400					
<input type="checkbox"/> Resubmitted Report in term of original submission <input type="checkbox"/> Resubmitted Report in term after original submission <input type="checkbox"/> New original report to clear a past failed report			Resubmission Date:		
			Original Submission Date:		
Report Title:					
Employer:					
Marker:				Date Marked:	

Format Category

Exemplary	Good	Satisfactory	Developing	Poor
<input type="checkbox"/> Exceptional formatting and appearance overall.	<input type="checkbox"/> Formatting follows CEE guidelines. Figures and tables are properly labeled, plotted, and sized.	<input type="checkbox"/> Minor formatting problems, acceptable use of figures and images.	<input type="checkbox"/> Report does not meet the basic format requirements. Resubmit required.	<input type="checkbox"/> Formatting is so poor that report cannot be resubmitted.
<input type="checkbox"/> CR			<input type="checkbox"/> Resubmit	<input type="checkbox"/> Fail

Communication Grade

Element	Exemplary	Good	Satisfactory	Developing	Poor
Language Skills	<input type="checkbox"/> Clean style, pleasure to read.	<input type="checkbox"/> Good written quality: accurate spelling, syntax & grammar, appropriate use of language.	<input type="checkbox"/> Marginal written quality: minor errors of spelling, syntax & grammar negatively affecting readability, inappropriate language.	<input type="checkbox"/> Difficult for the reader to understand. Author needs remedial help. Excessive use of quoted text.	<input type="checkbox"/> Poor quality & effort.
Organization & Clarity	<input type="checkbox"/> Flow of ideas is smooth and convincing.	<input type="checkbox"/> Appropriate division of sections, logical order helps readers understand problem and resolution within space limits.	<input type="checkbox"/> Acceptable layout that uses basic outline or template for presenting information; may contain gaps in logical flow of information.	<input type="checkbox"/> Information is disorganized making it difficult for readers to understand the content.	<input type="checkbox"/> Poor quality & effort.
Graphics	<input type="checkbox"/> Enhanced communication; clearly present message and meaning.	<input type="checkbox"/> Figures, tables and images complement the written components.	<input type="checkbox"/> Problems with layout, sizing, legibility, and colour.	<input type="checkbox"/> Distracting, confusing, or inappropriate graphics that detract from the written content.	<input type="checkbox"/> Poor quality & effort.
Overall	<input type="checkbox"/> A+ <input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> Resubmit	<input type="checkbox"/> Fail

Technical Content Inventory

Engineering Science	Engineering Design
<input type="checkbox"/> Creative mathematical/scientific investigation <input type="checkbox"/> Critical evaluation of laboratory data or field data <input type="checkbox"/> Clear application to engineering problem <input type="checkbox"/> Cited use of math/science/social science	<input type="checkbox"/> Creative solution of engineering problem <input type="checkbox"/> Generation of two or more options <input type="checkbox"/> Critical selection of best alternative <input type="checkbox"/> Cited use of math/science/social science

Technical Content Grade

Exemplary	Good	Satisfactory	Developing	Poor
<input type="checkbox"/> Content presents an enhanced technical story that shows insight beyond the obvious.	<input type="checkbox"/> Professional-level of content: appropriate for readers; complete, accurate and appropriate depth; appropriate number/variety of credible sources; conclusions and recommendations are defensible based on information presented.	<input type="checkbox"/> Acceptable coverage of technical content: all expected sections are clearly covered; limited citations of sources.	<input type="checkbox"/> Insufficient technical content; limited analysis; significant technical errors; missing proper citations of sources.	<input type="checkbox"/> No technical content. Poor quality & effort.
<input type="checkbox"/> A+ <input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> Resubmit	<input type="checkbox"/> Fail

Additional Marker Feedback

Please see comments <input type="checkbox"/> in report, <input type="checkbox"/> on back of evaluation sheet, <input type="checkbox"/> on attached sheet. <input type="checkbox"/> Please meet with marker to discuss report.	This report is recommended for: <input type="checkbox"/> Faculty Work Report Award, <input type="checkbox"/> Waterloo Cases in Design Engineering
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Work Report or Administrative Coordinator Only

Overall Report Grade (60% comm. + 40% tech.)	<input type="checkbox"/> A+	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> Resubmit	<input type="checkbox"/> Fail
Name:	Signature:				Date:	