

# Co-op Education Programs: Speech Communication

## Evaluation of Work Term Report: Organizational Communication

Overall Evaluation	Outstanding	Excellent	Very Good	Satisfactory	Unsatisfactory (Resubmit)	Unacceptable	
	○	○	○	○	○	○	
Work term during which report was written (circle one)	Winter January-April		Spring May-August		Fall September-December		
Student's Name	_____		ID Number	_____		Year/Term/Dept	_____
Employer's Name	_____		Report Number	_____			
Title of Report	_____						
Evaluator's Name	_____		Date	_____		Room Number	_____
				Extension		_____	

	Excellent	Very Good	Satisfactory	Unsatisfactory	Resubmit	Comments
<b>Structure</b>						
Front Cover	○	○	○	○	○	
Title Page	○	○	○	○	○	
Letter of Submittal, including declaration	○	○	○	○	○	
Table of Contents	○	○	○	○	○	
Summary	○	○	○	○	○	
a) Purpose	○	○	○	○	○	
b) Scope	○	○	○	○	○	
c) Major Points of body	○	○	○	○	○	
d) Summary of Conclusions	○	○	○	○	○	
e) Recommendations	○	○	○	○	○	
Introduction	○	○	○	○	○	
a) Job description and duties	○	○	○	○	○	
b) Description of the organization	○	○	○	○	○	
c) Objectives	○	○	○	○	○	
Body of Report	○	○	○	○	○	
Conclusions	○	○	○	○	○	
Recommendations	○	○	○	○	○	
References, American Psychological Association (APA) style	○	○	○	○	○	
<b>Literary Quality</b>						
Grammar	○	○	○	○	○	
Spelling	○	○	○	○	○	
Clarity	○	○	○	○	○	
Style	○	○	○	○	○	
<b>Quality and Subject Matter</b>						
Suitability of Topic	○	○	○	○	○	
Command of Topic	○	○	○	○	○	
Analytic Content	○	○	○	○	○	
Thoroughness of Treatment	○	○	○	○	○	

*Evaluator's Comments*

# Co-op Education Programs: Speech Communication

## Evaluation of Work Term Report: Narrative Analysis

Overall Evaluation	Outstanding	Excellent	Very Good	Satisfactory	Unsatisfactory (Resubmit)	Unacceptable
	○	○	○	○	○	○
Work term during which report was written (circle one)			Winter January-April	Spring May-August		Fall September-December
Student's Name	_____		ID Number	_____	Year/Term/Dept	_____
Employer's Name	_____		Report Number	_____		
Title of Report	_____					
Evaluator's Name	_____		Date	_____	Room Number	_____
					Extension	_____

	Excellent	Very Good	Satisfactory	Unsatisfactory	Resubmit	Comments
<b>Structure</b>						
Front Cover	○	○	○	○	○	
Title Page	○	○	○	○	○	
Letter of Submittal, including declaration	○	○	○	○	○	
Table of Contents	○	○	○	○	○	
Summary	○	○	○	○	○	
a) Purpose	○	○	○	○	○	
b) Scope	○	○	○	○	○	
c) Summary of Analysis	○	○	○	○	○	
Introduction	○	○	○	○	○	
a) Job description and duties	○	○	○	○	○	
b) Description of the organization	○	○	○	○	○	
c) Focus of the report	○	○	○	○	○	
Analysis of communication incidents	○	○	○	○	○	
a) Description of 3-4 situations	○	○	○	○	○	
b) Integration of theory	○	○	○	○	○	
c) In-depth Analysis	○	○	○	○	○	
Conclusions: what have you learned about applying communication theory to real life	○	○	○	○	○	
References, American Psychological Association (APA) style	○	○	○	○	○	
<b>Literary Quality</b>						
Grammar	○	○	○	○	○	
Spelling	○	○	○	○	○	
Clarity	○	○	○	○	○	
Style	○	○	○	○	○	
<b>Quality and Subject Matter</b>						
Suitability of Topic	○	○	○	○	○	
Command of Topic	○	○	○	○	○	
Analytic Content	○	○	○	○	○	
Thoroughness of Treatment	○	○	○	○	○	

*Evaluator's Comments*