**N:\Documents\Christine's Work Files\Wordmark_Line_Web_or_Email_ARTS.png**

**Work Report Evaluation Form**

**Student’s Name:** Student’s name **ID:** Student id number

**Program:** Program **Department/School:** English Language and Literature

**Title of Report:** Title of Report

**Employer:** Employer

**Work term in which report written:**

**Year:** Year **Term:** Choose an item.

**Overall evaluation:**

Outstanding □ Very Good □ Good □ Satisfactory □ Unsatisfactory (Resubmit) □

Evaluator’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room # \_\_\_\_\_\_\_\_ Ext. \_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required list of items** (if any of the following items are missing, student must resubmit the work report):

|  |  |
| --- | --- |
| **Item** | **Missing** |
| Front Cover |  |
| Title Page |  |
| Letter of Submission |  |

**Rate the following aspects of the work report:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Very Good** | **Good** | **Satisfactory** | **Unsatisfactory/**  **Resubmit** |
| **Organization** |  |  |  |  |  |
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**Evaluator’s Comments:**

Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_­\_\_

***Note:*** *Further comments, or other criteria or information, may be added on a separate sheet.*