****

**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** |  |  |  |  |  |
|  Table of Contents |  |  |  |  |  |
|  Introduction |  |  |  |  |  |
|  Body of Report |  |  |  |  |  |
|  Conclusions |  |  |  |  |  |
|  Recommendations |  |  |  |  |  |
|  References |  |  |  |  |  |
| **Grammar and Spelling** |  |  |  |  |  |
| **Clarity** |  |  |  |  |  |
| **Suitability of Topic** |  |  |  |  |  |
| **Command of Topic** |  |  |  |  |  |
| **Analytical Content** |  |  |  |  |  |
| **Thoroughness of Treatment** |  |  |  |  |  |

**Evaluator’s Comments:**

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

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