University of Waterloo
Mechanical and Mechatronics Engineering
Evaluation of Work Term Report

Report Title:

Report Number:

Student Name / ID:

Employer:

Marker:

The work report examines a student's abilities to display sound engineering judgement on a topic of analysis or design, and to produce a written report which is clear, concise, and convincing. Constructive comments by evaluators are given to guide the student towards improved skills in communicating engineering ideas.

Structure and Flow: The topic is clearly introduced and discussed, with conclusions drawn and recommendations made at appropriate points in the report body. The topic, major conclusions and recommendations are restated in the front matter. Sectioning effectively guides the reader through the report. Complex details are relegated to figures, tables, glossaries, appendices, or cited references.

Yes Mostly Marginally No

Detail Presentation: Low-level explanations are clear, concise, and direct. Paragraph and sentence structures are appropriate to the student's academic level. Standards techniques are used to refer to mathematics, figures, tables, code fragments, appendices, glossaries, references, etc. Acronyms and Jargon are defined.

Yes Mostly Marginally No

Writing and Formatting: Spelling and grammar are correct, consistent, and appropriate to the student's academic level. The report is formatted in a consistent and visually pleasing way which adheres to MME guidelines. Material from other sources is properly cited.

Yes Mostly Marginally No

Technical Communication Critical Feedback:

Technical Content: The topic has sufficient scope and depth to justify a report. The writing displays evidence of sound engineering judgement, analysis, and insight appropriate to the student's academic level. The technical details appear to be correct, and form a coherent whole.

Yes Mostly Marginally No

Technical Content Critical Feedback:

Grade: __Outstanding __Excellent __Very Good __Satisfactory __Unacceptable

__Resubmit (give reasons)

__Recommend that this report be submitted to Waterloo Cases in Design Engineering at www.design.uwaterloo.ca