

Presentation - Grading Scheme (3-a)

(Represents 35% of total Co-op grade)

Student Name:	
Course:	
Date:	
Evaluator Name:	

Criteria	Points	
	Actual	Max
Preparation - Evidence of preparation for the presentation (e.g. a handout, .ppt or notes).		Out of 5
Impact of visual aids - Visual aids (e.g. slides) were effective, organized and helpful.		Out of 10
Organized - The presentation had a clear introduction, content and conclusion.		Out of 20
Expertise - Demonstrated an understanding of the material and providing convincing answers to question raised by testing committee		Out of 30
Vibrancy - Engaged the audience; kept others interested.		Out of 5
Verbal articulation - Ideas were clearly expressed.		Out of 10
Proper grammar and language use - Full sentences, slang-free.		Out of 5
Attire - Presenters were appropriately dressed.		Out of 5
Demonstrated time management skills - by delivering a clear, concise presentation in 15 min. or less.		Out of 10
TOTAL		100%

Co-op Final Report Grading Scheme(3-b)

(Represents 35% of total Co-op grade)

Student Name:	
Course:	
Date:	

Criteria	Score	
	Actual	Max
1. Professional Cover Page		Out of 5
2. Overall Organization of the Report		Out of 15
3. Executive Summary		Out of 10
4. Report Content		Out of 40
5. Conclusion		Out of 10
6. Professional Presentation of the Report and Writing effectiveness		Out of 20
Total		100%