

MET/NDE Unit



GENERAL GUIDE to COOP FINAL GRADES

Category	GRADE			Category	GRADE		
	A+	A	B+, B		C+, C	D+, D	F
Presentation (visual)	Very high quality - well formatted, complete, concise and orderly, no errors in English.	High quality - well formatted, complete, concise and orderly, a few errors in English.	Good quality - well formatted and orderly, a few errors in English.	Presentation (visual)	Well formatted and orderly, sufficient slides. Allowable errors in English.	Less well formatted and organised. Errors in English.	Poorly formatted and disorganised. Many blatant English and graphical errors. Lack of sufficient slides.
Presentation (oral)	Confident composure, good eye contact, clear and coordinated delivery. Proper personal introduction following through to concluding remarks. Complete understanding and full recall of in-depth work and company knowledge. Confident, thorough and correct answering of all questions.	Confident composure, clear and coordinated delivery. Proper introductory remarks following through to conclusions. Good understanding and recall of in-depth knowledge. Confident, thorough and correct answering of all questions.	Clear and coordinated delivery. Proper introductory remarks following through to conclusions. Reasonable understanding and recall of in-depth knowledge. Incorrect answers to one or two questions.	Presentation (oral)	Proper introductory remarks and followed through to conclusions. Reasonable understanding and recall of work experience. Some incorrect answers to questions.	Less coherent and lacking proper flow of delivery. Tendency to read off slides. Limited understanding and recall of work experience. Some incorrect answers to questions.	Incoherent delivery. Could not deliver without reading slides. Did not appear to have much knowledge or recall of work experience. Unacceptable answers or inability to answer questions.
Final Report	Very high quality - well formatted, all sections properly addressed. Easily read, correct use of tenses, no spelling or grammatical errors. All tables, figures page numbers & other cross referencing free from errors. No evidence of copied material except for "company profile".	High quality - well formatted, all sections properly addressed. Easily read, minor spelling or grammatical errors. All tables, figures page numbers & other cross referencing free from errors. Very low level of copied or non-original content.	Good quality - well formatted, all sections properly addressed. More frequent spelling and grammatical errors. Tables, figures page numbers & other cross referencing included. Low level of non-original content.	Final Report	Most sections properly addressed. More frequent spelling and grammatical errors. Contains appropriate tables, figures page numbers & other cross referencing. Non-original content present such as material from company manuals.	More organisational and formatting errors, more frequent errors in English or noticeable lack of original material. Not all of Advisor's suggestions or corrections incorporated.	Many organisational and formatting errors. Some sections missing. Frequent errors in English or large proportion copied from other sources. Many of Advisor's suggestions or corrections overlooked.
2nd Progress	Student elaborated on 1st Progress Report and included all additional experiences to date. Any small corrections and suggestions from Advisor incorporated without reminder.	Student elaborated on 1st Progress Report and included all additional experiences to date. All corrections and suggestions from Advisor incorporated.	Student elaborated on 1st Progress Report and included all additional experiences to date. Most corrections and suggestions from Advisor incorporated.	2nd Progress	Student included all additional experiences to date. Most corrections and suggestions from Advisor incorporated. Some other errors had to be corrected.	Student included all additional experiences to date. Some errors and suggestions from Advisor left unchanged.	Additional experiences to date incomplete. Sections missing. Many errors and suggestions from Advisor not addressed.
1st Progress	Indicated student is a self-starter. All report sections according to instructions. Report is clear, easily read and covers all work done in the first 5 weekly reports.	All report sections should be according to instructions. Report is clear and easily read and should cover all work done in the first 5 weekly reports.	All report sections according to instructions. Report clearly covers all work done in the first 5 weekly reports. English and layout might have required some correction	1st Progress	Report clearly covers all work done in the first 5 weekly reports. English and layout probably required some correction	Report covers all work done in the first 5 weekly reports. Some sections not properly addressed. English and layout needs correction	Report does not cover all work done in the first 5 weekly reports. Some sections not properly addressed. English and layout needs extensive correction
Weekly Reports	Concise but contained full descriptions of daily activities. All reports correctly authorised and submitted on time.	Concisely covered descriptions of daily activities. All reports correctly authorised and submitted on time.	Concisely covered descriptions of daily activities. All reports correctly authorised and submitted on time.	Weekly Reports	All boxes for daily activities filled satisfactorily. A few absences recorded by Supervisor. All reports correctly authorised.	Most boxes for daily activities filled satisfactorily. A few absences recorded by Supervisor. All reports correctly authorised.	Many boxes for daily activities not filled satisfactorily. Many absences recorded by Supervisor.
Supervisors Reports	These indicated the supervisor's complete satisfaction with the student. All reports must be correctly authorised and submitted on time.	Indicated the supervisor's general satisfaction with the student. All reports must be correctly authorised and submitted on time.	All reports correctly authorised and submitted on time.	Supervisors Reports	Reports correctly authorised and submitted on time.	Reports were correctly authorised but some not submitted on time.	Not all correctly authorised and/or submitted on time.
Advisor's Evaluation (Visits)	Advisor found student in his proper workplace, correctly dressed for work and actively engaged in normal work activity. Advisor received high commendations from the Supervisor.	Advisor found student in his proper workplace, correctly dressed for work and actively engaged in normal work activity. Advisor received good commendations from the Supervisor.	Advisor found student in his proper workplace, correctly dressed for work and actively engaged in normal work activity.	Advisor's Evaluation (Visits)	Advisor found student present and correctly dressed for work.	Advisor found student present and correctly dressed for work.	Advisor did not find student present and/or correctly dressed for work.
Advisor's Evaluation (Attitude & enthusiasm)	Student showed his Advisor the work he was doing and explained about the company's business enthusiastically and without having to be asked.	Student showed his Advisor the work he was doing and explained about the company's business in an enthusiastic manner.	Student showed his Advisor the work he was doing in an enthusiastic manner.	Advisor's Evaluation (Attitude & enthusiasm)	Student was more reluctant to demonstrate the work he was doing with enthusiasm.	Student was more reluctant to demonstrate the work he was doing.	Student was unable to demonstrate his work satisfactorily.
Advisor's Evaluation (Punctuality)	Student should have faxed (or otherwise) weekly and monthly reports on time. He should also have produced Progress and Final reports according to schedule.	Student should have faxed (or otherwise) weekly and monthly reports on time. He should also have produced Progress and Final reports according to schedule.	Student should have faxed (or otherwise) weekly and monthly reports on time. He should also have produced Progress and Final reports according to schedule.	Advisor's Evaluation (Punctuality)	Most weekly and monthly reports received on time. Progress and Final reports produced after being reminded.	Some weekly and monthly reports not received on time. Progress and Final reports produced after being reminded.	Weekly and monthly reports not received on time or not at all. Progress and Final reports are produced after being repeatedly chased.