RUBRICS for Progressive Report of
Summer COOP-II Training

Date: ………………….   Week #: ………………….

Department	……………………………………..	**Evaluator**	…………………..
Student Name:	……………………………………..	**Student ID:**	…………………..

1. Report flow   (Score: 7)   [CLO 3]
(A) Report is divided into sections with introduction, body of text, conclusions, and references.
(B) Report is supported with enough figures and tables with captions.
(C) Fonts, Font size, titles, and subtitles.
(D) Table of contents, Acknowledgement, Front page.

	(A)	**(B)**	**(C)**	**(D)**
Excellent	3.0	2.0	1.0	1.0
Very Good	2.4	1.6	0.8	0.8
Good	1.8	1.2	0.6	0.6
Acceptable	1.2	0.8	0.4	0.4
Weak	0.6	0.4	0.2	0.2
Total				

2. Report Coverage   (Score: 8)   [CLO 2]
(A) Report outlines the process in the workplace.
(B) Interpret engineering systems and processes in the workplace.

	(A)	**(B)**
Excellent	4.0	4.0
Very Good	3.2	3.2
Good	2.6	2.6
Acceptable	1.8	1.8
Weak	0.8	0.8
Total		

3. Technical requirements through real world applications   (Score: 2)   [CLO 1]
Report introduces legislative requirements, industry standards, practices in the workplace, and safety procedures.

	legislative requirements, industry standards, practices in the workplace, and safety procedures
Fully Clear	2.0
Clear	1.6
Clear Enough	1.2
Doubt	0.8
Not Enough	0.4

4. Self-continuing professional development by integrating knowledge from several sources   (Score: 3)   [CLO 6]

	Self-continuing professional development by integrating knowledge from several sources
Excellent	3.0
Very Good	2.4
Good	1.8
Acceptable	1.2
Weak	0.6

5. Managing time   (Score: 2.5)   [CLO 5]
Punctuation in submitting reports.

Managing time	
On time	2.5
Late	1.5
Very late	0.5
Not submitted	0.0