

## Co-Op Report Evaluation Sheet

*Dear Instructor: Kindly fill this evaluation report sheet, only structure is evaluated.  
Thank You.*

**Student Name:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

Evaluation Item	Grade	Mark	Comments
Report Format (text font and size 12, headers 14, caption figures and tables, line spacing 2.0 and justification, punctuation, and page number)	5		
Cover page ( <i>Please find it attached</i> )	4		
Acknowledgement	4		
Executive summary	4		
Tables (Table of content, table of figures, table of tables) ( <i>If there are no figures or table at all in the report then table of content will be out of 6</i> )	6		
Introduction	4		
Organization Section (History (2), vision (2), mission (2), information (2))	8		
Department Section (Structure(2), role and responsibility (2), assigned tasks (2), accomplished tasks (2), <u>problems and difficulties</u> (2), <u>solutions and attempted solutions</u> (2), experience gained (2), skills and techniques learned (2)) <i>Underlined are optional</i>	16		
Student Insight section (conclusion (4) and recommendations (4))	8		
Appendix (Training plan (4) and weekly reports (4)) <i>If appendix is not binded to the report -2</i>	8		
Reference (Unified style (4) and ordered alphabetically (4))	8		
Overall	20		
Hand in (3 copies and CD) <i>filled by CoOp Coordinator</i>	5		
<b>Total</b> ( <i>filled by CoOp Coordinator</i> )	<b>100</b>		

Total Grade (*filled by Co-Op Coordinator*)

25
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**Comments:**

**Examiner Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Thank You for your time.

Dina AlHammedi & Aishah AlArfaj