**2. Co-op Final Report Grading Scheme**

(Represents 35% of total Co-op grade)

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Course:** |  |
| **Date:** |  |

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