

CT-07

Coop-Training Report and Presentation Final Evaluation Form

The academic supervisor evaluation represents 60% of the overall student score.

Student Name:

Student ID:

Academic Supervisor Name:

Date:

The student is evaluated according to the following criteria:

First: Final Evaluation of the Coop-Training Report			
No	Criteria	Score	
		Total	Given
1	Professionalism of the cover letter	2	
2	General structure of the report	6	
3	Summary	4	
4	Report content	16	
5	Conclusion	4	
6	Professionalism of the report format and writing effectiveness	8	
Total		40	

Second: Final Evaluation of the Presentation			
No	Criteria	Score	
		Total	Given
1	Preparation: are there any proofs for the preparation to the presentation?	1	
2	Tools of visual clearness: were the slides effective, organized and helpful?	2	
3	Organization: Did the presentation include an introduction, a content and a conclusion	4	
4	Expertise: were the key concepts explained and were the answers to the questions convincing?	6	
5	Enthusiasm: Did it catch the audience attention?	1	
6	Verbal expression: were the ideas clearly expressed?	2	
7	Spelling and use of language: were the sentences complete with no spelling errors?	1	
8	External appearance: was the student appropriately dressed?	1	

9	Time management and management skills: was the presentation clearly and briefly done within 15 minutes or less?	2	
Total		20	

Final Score of the Student out of 60

Filled out by academic supervisor and handed to him