Co-op Work Term Assignment Release Form

Student to complete:
Please fill out this form and have your supervisor indicate whether or not the assignment is confidential and sign at the bottom. **If your report is not Confidential:** Upload this Release Form and your full report to Connect by the deadline. **If your report is Confidential:** Upload this Release Form and a completed Grade Form to Connect by the deadline. Review the Work Term Checklist online for corresponding term deadline (coop.apsc.ubc.ca).

Supervisor to complete:
Please indicate which statement applies to the student's work term assignment by checking the corresponding box and then signing the bottom of the form. Please return the form to the student who will upload for processing.

- [ ] I have received the Work Term Assignment. The Assignment is **Confidential** and will be retained by our company.

  Note to Supervisor: The Confidential Grade form is due at the same time as this Release Form. Please grade the report using the form supplied by the student and return both forms to the student. The student is responsible for uploading both the completed Release Form and the completed Grade Form by the deadline for grade processing.

- [ ] I have received the Work Term Assignment. The Assignment is **not Confidential** and will be submitted to the Engineering Co-op Office for marking at UBC. The student is responsible for uploading both the completed Release Form and the full assignment for grading by the report deadline.

- [ ] I have **not** received the Work Term Assignment.

  Reason: ____________________________________________________________

Company Name: ____________________________________________________

Title of Assignment: ________________________________________________

Student Name: ___________________________ Student Number: ____________

Discipline: ___________________________ Date: _________________________

Work Term Period: year _________ [Jan - Apr. ] [May- Aug. ] [Sept.- Dec. ]


Supervisor Name: ___________________________ Supervisor Contact: ____________

Supervisor Signature: ___________________________ Date Signed: ____________
Confidential Evaluation of APSC 110 Work Term Report

First Name: _____________________________________ Last Name: _____________________________________

Discipline: _____________________________________


Company: _____________________________________

Work Term Report Title: ____________________________________________________________________

Report Evaluated by:  _____________________________________

| Expression – 20 points |  | Structure – 20 points |  | Content – 60 points |
|------------------------|  |-----------------------|  |---------------------|
| Grammar                | / 5          | Spelling              | / 5         | Understanding of the Organization | / 20 |
| Clarity                | / 5          | Style                 | / 5         | Understanding of the Division / Department | / 20 |
|                        |              |                       |             | Understanding of the Position | / 20 |

Marks /20

Total Marks for the Report /100

Comments:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Report Grade:

☑ Excellent – 80 to 100 points

☑ Good – 65 to 79 points

☑ Satisfactory – 50 to 64 points

☑ Unsatisfactory – 0 to 49 points