

# 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).

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Discipline: \_\_\_\_\_ Date: \_\_\_\_\_

Work Term Period: year \_\_\_\_\_  Jan - Apr.  May- Aug.  Sept.- Dec.

Assignment:  APSC 110: Experiential Report (Please check)     
  APSC 210: Career Development Report (Note: report cannot be confidential)     
  APSC 310: Technical Report  
 APSC 410: Technical Memo     
  APSC 411: Technical Oral Presentation     
  APSC 412: Technical Report or Memo  
 Master's Level APSC 410: Technical Report or Memo     
  Master's Level APSC 411: Technical Oral Presentation     
  Master's Level APSC 412: Technical Report or Memo

Company Name: \_\_\_\_\_

Title of Assignment: \_\_\_\_\_

## 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: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Contact: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



## Confidential Technical Report Grade Form (APSC 310, 410 & 412)

**STUDENT (Please complete):**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Discipline:**

- |                                                              |                                                            |
|--------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Chemical and Biological Engineering | <input type="checkbox"/> Mechanical Engineering            |
| <input type="checkbox"/> Civil Engineering                   | <input type="checkbox"/> Materials Engineering             |
| <input type="checkbox"/> Computer Engineering                | <input type="checkbox"/> Mining Engineering                |
| <input type="checkbox"/> Electrical Engineering              | <input type="checkbox"/> UBCO – Civil Engineering          |
| <input type="checkbox"/> Environmental Engineering           | <input type="checkbox"/> UBCO – Electrical Engineering     |
| <input type="checkbox"/> Geological Engineering              | <input type="checkbox"/> UBCO – Mechanical Engineering     |
| <input type="checkbox"/> Integrated Engineering              | <input type="checkbox"/> Master of Engineering _____(disc) |

**Work Term Period:** Year \_\_\_\_\_  Jan. – Apr.     May – Aug.     Sept. – Dec.

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

**EMPLOYER INFORMATION:**

**Company Name:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**WORK TERM REPORT TITLE:**

\_\_\_\_\_

**Evaluated by:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**REPORT GRADE:**

- Excellent
- Good
- Satisfactory
- Unsatisfactory



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

<b>TECHNICAL QUALITY</b>	Excellent	Good	Satisfactory	Unsatisfactory	<b>Comments:</b>
Suitability of Topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authority and Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Analytic Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thoroughness of Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Table/Figure Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>LITERARY QUALITY</b>	Excellent	Good	Satisfactory	Unsatisfactory	<b>Comments:</b>
Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>STRUCTURE</b>	Excellent	Good	Satisfactory	Unsatisfactory	<b>Comments:</b>
Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Transmittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preface or Foreword	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List of Figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List of Abbreviations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bibliography/References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix/ices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**EVALUATOR'S COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date Marked: \_\_\_\_\_