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.

Company Name:

Title of Assignment:

Supervisor Name:  Supervisor Contact:  Supervisor Signature:  Date Signed:

APSC 110: Experiential Report
APSC 210: Career Development Report
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

Student Name: ___________________________  Student Number: ___________________________

Discipline: ___________________________  Date: ___________________________


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: ___________________________

□ □ □

□ I have not received the Work Term Assignment.
Confidential Technical Memo Grade Form
(APSC 410)

STUDENT (Please complete):

Last Name: ___________________________ First Name: ___________________________

Discipline:
☐ Chemical and Biological Engineering ☐ Mechanical Engineering
☐ Civil Engineering ☐ Materials Engineering
☐ Computer Engineering ☐ Mining Engineering
☐ Electrical Engineering ☐ UBCO – Civil Engineering
☐ Environmental Engineering ☐ UBCO – Electrical Engineering
☐ Geological Engineering ☐ UBCO – Mechanical Engineering
☐ Integrated Engineering ☐ Master of Engineering _______(disc)


Date Submitted: _______________________

EMPLOYER INFORMATION:

Company Name: ___________________________

Supervisor’s Name: _______________________ Telephone: _________________________

TECHNICAL MEMO TITLE:

__________________________________________________________________________

Evaluated by: ___________________________ Telephone: _________________________

REPORT GRADE:
☐ Excellent
☐ Good
☐ Satisfactory
☐ Unsatisfactory
**Student Name:** _______________________________

### LITERARY QUALITY

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<th>Satisfactory</th>
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### TECHNICAL QUALITY

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### BODY OF REPORT

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### EVALUATOR'S COMMENTS

____________________________________________________________________________
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Evaluator’s Signature:___________________________________________   Date Marked:______________