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:

Student Name: ___________________________ Student Number: ___________________________

Discipline: ___________________________ Date: ___________________________


(Please check) □ APSC 410: Technical Memo □ APSC 411: Technical Oral Presentation
□ 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: ___________________________
Technical Oral Presentation (APSC 411) Grade Form

First Name: ________________________________ Last Name: __________________________

Discipline: _________________________________


Company Name: _______________________________

Report Evaluated by: _______________________________

<table>
<thead>
<tr>
<th>Structure – 20 points</th>
<th>Marks /20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Presentation</td>
<td>/5</td>
</tr>
<tr>
<td>Knowledge of audience</td>
<td>/5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content – 40 points</th>
<th>Marks /40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability of Topic</td>
<td>/5</td>
</tr>
<tr>
<td>Authority and accuracy</td>
<td>/10</td>
</tr>
<tr>
<td>Analytical content</td>
<td>/10</td>
</tr>
<tr>
<td>Thoroughness of treatment</td>
<td>/10</td>
</tr>
<tr>
<td>Table/figure presentation</td>
<td>/5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expression – 40 points</th>
<th>Marks /40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of visual aids</td>
<td>/10</td>
</tr>
<tr>
<td>Ability to engage audience</td>
<td>/10</td>
</tr>
<tr>
<td>Oral communication skills</td>
<td>/20</td>
</tr>
</tbody>
</table>

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Presentation Grade:

☐ Excellent – 80 to 100 points
☐ Good – 65 to 79 points
☐ Satisfactory – 50 to 64 points
☐ Unsatisfactory – 0 to 49 points