

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: _____



Technical Oral Presentation (APSC 411) Grade Form

First Name: _____ Last Name: _____

Discipline: _____

Work Term Period: Year _____ Jan. – Apr. May – Aug. Sept. – Dec.

Company Name: _____

Report Evaluated by: _____

Structure – 20 points				Marks	<input type="text" value="/20"/>
Overall Presentation	/5	Clarity	/5		
Knowledge of audience	/5	Style	/5	Marks	<input type="text" value="/40"/>
Content – 40 points					
Suitability of Topic	/5				
Authority and accuracy	/10				
Analytical content	/10				
Thoroughness of treatment	/10				
Table/figure presentation	/5				
Expression – 40 points				Marks	<input type="text" value="/40"/>
Quality of visual aids	/ 10				
Ability to engage audience	/ 10				
Oral communication skills	/ 20				

Comments:

Presentation Grade:

- | | |
|---|--|
| <input type="checkbox"/> Excellent – 80 to 100 points | <input type="checkbox"/> Satisfactory – 50 to 64 points |
| <input type="checkbox"/> Good – 65 to 79 points | <input type="checkbox"/> Unsatisfactory – 0 to 49 points |