Academic Advisor Evaluation Form

1. Student Information

Student Name			
Student ID			
Department		**Program**	
Training Organization			
Date:		**Term**	
Total grade out of 30 (Total of sections 2 and 3)			
Advisor Name			
Advisor Signature			

2. COOP Final Report Grading Scheme

	Evaluation Criteria	**Score**	
		Actual	**Max**
1	Covering all the suggested points in the final report template		Out of 5
2	Readability / Clarity (spellings, Grammar)		Out of 5
3	Authenticity of the report content (References)		Out of 5
4	Presence of Illustrative figures/Charts/ Tabular data, source codes, etc.		Out of 5
5	Creativity		Out of 5
6	Quality of the performed Co-Op activities		Out of 45
Total			**70%**
			Grade out of 10

3. COOP Follow-Up Grading Scheme

	Criteria	Points	
		Actual	Max
1	Field and office follow up visit		Out of 5
2	Progress Report No. 1		Out of 5
3	Progress Report No. 2		Out of 5
4	Progress Report No. 3		Out of 5
Total			**Grade out of 20**

Comments: