**Industry Research Group Project**

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| **Criteria** | **Excellent - 4** | **Good - 3** | **Fair - 2** | **Poor - 1** |
| **Presentation**  **Content** | * Researched appropriate company related to student’s program of study. * Named and described the organization. * Provided answers to all questions in detail. | * Researched appropriate company related to student’s program of study. * Most of the required information was provided – provided company name, description of the organization and answered at least 4 questions in detail. | * Interviewed appropriate industry professional related to student’s program of study. * Some of the required information was provided - provided company name, description of the organization and answered at least 3 questions in detail. | * Did not interview an appropriate industry professional related to student’s program of study; e.g. interviewed employee with less than 2 years of work experience, an employee in an allied field or another co-op student. * Very little of the required information is provided – less than 3 questions answered in detail. |
| **Presentation Delivery** | * Information is delivered in a very well organized manner and able to start presentation on time. * Introduced themselves and their topic in a professional and engaging manner. * Made very good eye contact with audience throughout the presentation. * Rarely looked at notes during the presentation. * Voice and tone clear and appropriate. * Dressed appropriately; e.g. no hats, headsets, coats, and/or distracting attire. * No distracting activity during presentation; e.g. pacing, viewing smart phone or having side conversations when another team member is presenting. | * Information is delivered in a fairly organized manner – 1 team member may have showed a little confusion about one of the following: start time, presentation content, speaker sequence and / or presentation set up. * Introduced themselves and their topic. * Generally made good eye contact with audience throughout the presentation. * Occasionally read notes to audience. * Voice and tone audible and appropriate. * No more than 1 student inappropriately dressed. * No more than 1 student displaying distracting activity during presentation. | * Information is delivered in a partially organized manner - team member(s) showed a fair amount of confusion about start time, presentation content, speaker sequence and / or presentation set up. * Did not clearly introduce presenters or their topic. * Occasionally made little eye contact with audience during the presentation. * Tended to read notes to audience. * Voice and tone not always audible and/or appropriate. * No more than 2 students inappropriately dressed. * No more than 2 students displaying activity during presentation. | * Did not participate in presentation. |
| **Written Report** | * Presentation report submitted by deadline in eCentennial under the assessment tab, in the assignment folder. * Recommended report format and content is followed. * Report is typed. * Full sentences and examples used to describe content. | * Presentation report submitted no more than 1 day late in eCentennial under the assessment tab, in the assignment folder. * 1 error noted in report format and content – may not have answered all questions or may not have included all information that was provided in the presentation. | * Presentation report submitted late but no more than one week after the deadline and/or not in eCentennial under the assessment tab, in the assignment folder. * Recommended report format was not followed –2 errors noted. * May have submitted report that is partially typed / handwritten. | * Presentation report submitted via e-mail instead of in eCentennial under the assessment tab, in the assignment folder. * Recommended report format was not followed – 3 or more errors noted. * May have submitted report that is partially typed / handwritten. |
| **Report: Grammar and Spelling** | * No errors (i.e. grammar, spelling, punctuation, capitalization). | * No more than 1 error (i.e. grammar, spelling, punctuation or capitalization). | * No more than 2 errors (i.e. grammar, spelling, punctuation, and / or capitalization). | * More than 3 errors (i.e. grammar, spelling, punctuation, and / or capitalization). |
| **Teamwork** | * Made significant contributions to both the presentation and write up for the report according to team members. | * Made some contributions to both the presentation and write up for the report according to team members. | * Either did not participate in presentation or contribute towards the report / written component of the assignment. | * Did not show up for presentation and also did not contribute towards the report / written component of the assignment. |