

For information on *overall ratings* for mid-term and final evaluations - see bottom of this document

Undergraduate Work Term Evaluation Guidelines

Work Integrated Learning			
	Exceeds Expectation	Meets Expectation	Below Expectation
Professionalism & Attitude	Always positive and dependable; represents organization well	Respectful; meets commitments	Inconsistent behaviour or tone which disrupts workflow
Productivity	Produces high volume of work; efficient without sacrificing quality	Meets expected pace and quality; routine tasks completed on time	Output inconsistent or late; needs close oversight
Reliability	Always meets deadlines; communicates risks early; builds trust	Meets commitments; communicates delays when needed	Missed deadlines; poor follow-through
Initiative & Independent Work	Spots opportunities to contribute; acts independently; anticipates needs	Completes tasks without delay; occasionally acts without prompting	Waits for direction; avoids responsibility
Adaptability	Adapts fast; learns new tools quickly; helps others navigate change	Accepts change and shifting priorities; adjusts with initial support	Resists change and shifting priorities; performance dips noticeably
Effective Communication			
	Exceeds Expectation	Meets Expectation	Below Expectation
Verbal Communication	Clear and effective delivery; adapts tone and language to audience; ideas easy to follow; actively listens	Generally clear and appropriate; ideas understandable; responds when prompted; listens to others	Often unclear or hard to follow; ideas lack structure; limited listening or poor responses
Written Communication	Clear, concise, and well-structured; tone and style fit the audience; minimal errors	Generally clear and organized; tone appropriate; minor errors that don't affect understanding	Often unclear or disorganized; tone inappropriate or inconsistent; frequent errors that hinder understanding
Teamwork	Drives team goals through open collaboration cross-functionally. Participates in cross-functional projects to align objectives and resources	Works well within the team and collaborates cross-functionally as needed. Communicates clearly and respectfully while managing own tasks	Rarely collaborates and struggles with cross-functional teamwork. Limited knowledge of other areas and poor coordination hurt results
Response to Supervision & Feedback	Seeks feedback; applies it promptly; shows clear improvement	Accepts feedback; adjusts with minimal follow-up	Resists or ignores feedback; limited improvement
Strategic Integration & Critical Thinking			
	Exceeds Expectation	Meets Expectation	Below Expectation
Organization	Prioritizes effectively; meets deadlines; keeps work organized	Meets routine deadlines; basic organization	Missed deadlines; disorganized; needs frequent guidance
Problem Solving	Identifies root causes; proposes creative, practical solutions	Uses logical steps; solutions are timely and effective	Struggles to diagnose issues; relies heavily on others
Use of Productivity Tools	Uses advanced features; integrates tools to streamline work	Uses core functions correctly; asks for help when needed	Struggles with basics; frequent errors
Data & Information Literacy	Draws insights; presents data clearly; spots trends/errors early	Interprets basic information correctly; maintains accuracy	Misinterprets or avoids data; accuracy problems
Socially Responsible Leadership & Management			
	Exceeds Expectation	Meets Expectation	Below Expectation
Ethical Reasoning & Decision Making	Identifies ethical issues; chooses integrity under pressure	Follows policies; addresses ethical concerns when they arise	Missed ethical implications; decisions erode trust
Leadership	Takes initiative to guide others; motivates team; demonstrates accountability and decision-making beyond own tasks	Shows confidence in completing tasks; occasionally supports peers; demonstrates responsibility for own work	Avoids responsibility; does not contribute to team direction; lacks confidence in decision-making

Mid-Term Overall Ratings: Available options are Exceeds Expectation, Meets Expectation and Below Expectation.

Final Evaluation Overall Ratings: Available options are Outstanding, Exceeds Expectation, Meets Expectation, Below Expectation and Unsatisfactory. If you give your student an **Outstanding** rating and provide a letter of support, they become eligible for the [Co-op Student of the Year](#) award. An **Unsatisfactory** rating would result in a failed work term. In both cases, a representative from MCS will be in touch to outline the next steps.