

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**  
**Applied Electrical Engineering Cooperative Program (EE 351)**

**Final Report & Seminar Grading Form**

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This form is to be filled up by the COOP advisor and the COOP examiners

The grades are to be assigned independently by each faculty

**Please report a hard-copy of this form to the COOP Coordinator and keep a copy for your records**

<b>I. Final Report Grading</b>			
<b>Report components</b>		<b>Max</b>	<b>Grade</b>
<b>Format &amp; Structure</b> (use the attached file for the format of COOP final reports)	Cover Page	1	
	Abstract	1	
	Table of Contents	1	
	List of Figures & List of Tables	1	
	References	1	
	Citations of references in the report	2	
	Font & line spacing	3	
	Margins & page numbers	2	
	Figure (& table) captions and their descriptions in the text	2	
	The order of report components	1	
<b>Introduction</b>		5	
<b>Training experience in general</b>		5	
<b>Case studies (one or two) and their theoretical background</b>		10	
<b>Conclusions and Recommendations</b>		5	
<b>Final Report Grade (40 Maximum)</b>			

<b>II. Seminar Grading</b>						
	Excellent	V. Good	Good	Fair	Poor	Grade
	5	4	3	2	1	
<b>Introduction of the subject:</b> How well did the student introduce the subject material?						
<b>Clarity of presentation:</b> Did he present the material in a clear and concise manner?						
<b>Depth of Knowledge:</b> Did he show that he really understand his projects?						
<b>Results &amp; Conclusions:</b> How well did he summarize and conclude his presentation?						
<b>Questions &amp; Answers:</b> How well did he handle the questions at the end of his presentation?						
<b>Seminar Grade (25 Maximum)</b>						

<b>Student Name:</b>		<b>Student ID #</b>	
<b>Report Title:</b>			
<b>Faculty Name:</b>		<b>Signature:</b>	
<b>Date:</b>			