Student's Name: ______________________________________ Date of Evaluation: ___________________________

(Please Print)

Company Name: _______________________________________________________________________________________

Supervisor: _____________________________________________ Title: _________________________________________

This student Cooperative Education evaluation is designed to provide the school with your assessment of the student's performance to date under your supervision. The evaluation is used as a tool to provide the student with valuable information in order to improve and strengthen skills necessary for the profession. Please discuss this evaluation with the student before he/she submits it to the Co-op Coordinators in the Career Development Office. It is the student's responsibility to ensure that the document is submitted to the Coordinators.

The student's grade is based largely on your evaluation of his/her skills, personal qualities, interpersonal relations and attitude. This evaluation is worth 20 points toward the final Cooperative Education Grade. Please respond to the following and add your comments where appropriate. Please fill out the evaluation in pen or type. If a correction is necessary, the supervisor responsible for completing the evaluation must initial it.

Scoring Chart

90-100 = Performance demonstrated was above the establishment's expectations with regard to an intern
80-89 = Performance demonstrated met the establishment’s expectations with minimal supervision
70-79 = Performance demonstrated met the with establishment's expectations with supervision
60-69 = Performance demonstrated was less than the establishment's expectations with regard to an intern
50-59 = Performance demonstrated failed to meet the establishment's expectations with regard to an intern
N/A = Non applicable, student did not have an opportunity to demonstrate this component

Please assess this student's ability in the following areas and write the corresponding number from the chart above in the spaces provided.

Supervision:
1. _____ ability to work independently with minimal supervision
2. _____ ability to follow directions effectively
3. _____ open/accepting of constructive criticism
4. _____ seeks help when necessary and utilizes feedback

Personal Qualities:
5. _____ grooming and personal hygiene
6. _____ decision-making
7. _____ initiative and motivation
8. _____ creativity and imagination
9. _____ willingness to learn
10. _____ dependability
11. _____ sensitivity to professional ethics

Interpersonal Relationships:
12. _____ ability to communicate with staff
13. _____ ability to work well with others
Skills:
14. ______ knowledge of tools, equipment and product handling
15. ______ ability to organize and carry out assigned tasks
16. ______ sanitation and maintenance of work station and cleanliness of tools and equipment

General:
17. ______ awareness of safety regulations and standards
18. ______ attitude toward worked performed
19. ______ meeting standards for punctuality
20. ______ the impact the student has on the company's productivity

Best Performance Characteristics:
1. 
2. 
3. 

Areas for Improvement:
1. 
2. 
3. 

Additional Comments: ____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Progress on Cooperative Education Project to Date:

Student's Signature: ___________________________________________________ Date: ___/___/___
Supervisor's Signature: ____________________________/ ____________________________ Date: ___/___/___

Please Print & Sign

Please fax to:
Johnson & Wales University * Career Development Office * The Friedman Center * (401) 598-1865