Cooperative Education Program
College of Culinary Arts
Culinary Final Evaluation

Student’s Name: ______________________________________  Date of Evaluation: __________________

Company Name: ______________________________________________________________________

Supervisor: ___________________________  Title: ___________________________

This student Cooperative Education evaluation is designed to provide us with your assessment of the student’s progress 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 necessary skills. The student’s grade is based largely on your evaluation of his/her skills, personal qualities, interpersonal relations and attitude. 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. Please discuss this evaluation with the student before he/she submits it to the Co-op Coordinators in the Career Development Office. The evaluation can be faxed to the Career Development Office @ (401) 598-1865. It is the student’s responsibility to assure that the Coordinators have received the evaluation.

This evaluation is worth 40 points toward the final Cooperative Education Grade.

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 enter a numerical grade between 1 and 100. A guide is provided above. If skill is not applicable to student’s co-op experience, please enter N/A

Daily Menu Preparation
1. ______ follow and complete daily prep list and recipes
2. ______ follow and maintain portion guidelines set by the operation
3. ______ follow and maintain plate presentation guidelines set by the operation
4. ______ complete items ordered to specifications set by operation
5. ______ properly cook meat, fish, poultry
6. ______ cross utilize products as instructed by chef
7. ______ produce consistent quality of product / maintain quality standards set by operation
8. ______ prepare daily specials
9. ______ reduce waste and maintain food cost controls
10. ______ demonstrate knowledge of kitchen equipment and knife skills
11. ______ demonstrate various cooking techniques: braising, sautéing, steaming, etc.

Work Station Organization
12. ______ gather mise en place
13. ______ complete station set up
14. ______ assess station readiness
15. ______ operate equipment in relation to their station (i.e.; convection oven, broilers, etc.)
16. ______ complete station breakdown

Final Evaluation Continued…
Sanitation Standards
17. ______ maintain personal hygiene & uniform standards
18. ______ comply with HACCP regulations
19. ______ prevent cross-contamination
20. ______ maintain food production logs
21. ______ rotate and label products
22. ______ practice kitchen safety
23. ______ execute receiving procedures

Personal Qualities:
24. ______ ability to work independently with minimal supervision
25. ______ ability to follow directions
26. ______ open to accept constructive criticisms
27. ______ initiative and motivation
28. ______ willingness to learn
29. ______ dependability
30. ______ ability to communicate with staff
31. ______ ability to work well with others
32. ______ meeting standards for punctuality

Best Performance Characteristics:
1.
2.
3.

Areas for Improvement:
1.
2.
3.

Additional Comments:

Student’s Signature: ___________________________________________ Date: ___/___/___

Supervisor’s Signature: _________________________________ / _______________________________ Date: ___/___/___

Print Sign

Please forward to:
Johnson & Wales University * Career Development Office * Paramount Building * 321 Harborside Blvd. Providence, RI 02905 * 401-598-4611 * 401-598-1865 (fax)