

THIS REPORT IS DUE IN THE OFFICE OF COOPERATIVE EDUCATION AND CAREER SERVICES ON OR BEFORE _____.

COOPERATIVE EDUCATION PROGRAM EMPLOYER'S STUDENT EVALUATION FORM

Student's Name, Title & Department: _____

Employer: (Name & Address) _____

Supervisor: _____

Dates of Co-op Assignment: Start _____ End _____

INSTRUCTIONS: This evaluation is extremely important in determining part of the student's grade for his/her Cooperative Education experience. Please evaluate the student objectively, comparing him/her with other students of comparable academic levels, with other employees assigned the same or similar classified jobs, or with individual standards that you and your company/agency have established.

Please rate the student's performance on a scale of 1 (needs improvement) to 4 (excellent) in each area:

| | Not Applicable | Needs Improvement | Fair | Good | Excellent |
|----------------------------------|-------------------|----------------------|------|------|-----------|
| 1. Work Attitude: | NA | 1 | 2 | 3 | 4 |
| 2. Capacity to work with others: | NA | 1 | 2 | 3 | 4 |
| 3. Judgment/Decision making: | NA | 1 | 2 | 3 | 4 |
| 4. Quality of Work: | NA | 1 | 2 | 3 | 4 |
| 5. Initiative: | NA | 1 | 2 | 3 | 4 |
| 6. Academic preparation: | NA | 1 | 2 | 3 | 4 |
| 7. Organizational skills: | NA | 1 | 2 | 3 | 4 |
| 8. Attendance/punctuality: | NA | 1 | 2 | 3 | 4 |
| 9. Verbal ability: | NA | 1 | 2 | 3 | 4 |
| 10. Writing ability: | NA | 1 | 2 | 3 | 4 |
| 11. Ability to learn: | NA | 1 | 2 | 3 | 4 |
| 12. Dependability | NA | 1 | 2 | 3 | 4 |
| 13. Professional appearance: | NA | 1 | 2 | 3 | 4 |

What traits may help the student's progress?

What traits may hinder the student's progress?

PROFESSIONAL DEVELOPMENT EVALUATION: Emphasis in this section should be placed on the student's relative strengths and weaknesses as they affect overall professional development. By considering the student's strong points as well as limitations, guidance can be provided to enhance achieving maximum professional potential.

COMMENTS ON STUDENT'S PERFORMANCE WITH SPECIFIC INCIDENTS TO ILLUSTRATE YOUR APPRAISAL:

ADDITIONAL COMMENTS:

OVERALL PERFORMANCE OUTSTANDING EXCELLENT SATISFACTORY FAIR UNSATISFACTORY
Ck. appropriate boxes)

Would you rehire this student? Yes No

Has the student met or attempted to meet the Learning Objectives? Yes No

This report has been discussed with the student: Yes No

Supervisor's Name: _____ Title: _____ Dept: _____

Signature: _____ Date: _____

Telephone: _____ e-mail: _____

EVALUATION REVIEWED BY _____
Faculty Coordinator's Signature Date

The Cooperative Education Program at Cabrini College extends the student's education beyond the limitations of classroom teaching and curriculum by providing a structured sequence of progressively more challenging lessons learned on assignments in direct association with senior members in the professional work place. The person who supervises one of our candidates on Co-op assignments has the serious responsibility of reporting to the individual student their performance level, limitations, potential, and developmental needs. The Co-op advisor thus cooperates with the college in planning the student's program as well as providing counsel in connection with his/her career objectives. This communication is essential for the development of individual talent and the continual upgrading of performance. This evaluation will be used for counseling purposes, in determining part of the student's Co-op grade, and as part of the student's permanent record.

Please forward the completed evaluation report to:

CABRINI COLLEGE
THE OFFICE OF COOPERATIVE EDUCATION AND CAREER SERVICES
610 KING OF PRUSSIA ROAD
RADNOR, PA 19087-3698
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