



Student Report and Assessment

Fall Spring Summer 19__ (circle one)

Student: _____

Major: _____ SSN: _____

Work Term: 1 2 3 4 5 (circle one) Grad. Date: _____

Please submit this report to the Co-op Office at least 3 school days prior to your scheduled interview with the Co-op coordinator.

Employer: _____

Address: _____

Division or Department: _____

Supervisor: _____

Phone Number: _____

Work Period Starting Date: _____

Work Period Completion Date: _____

Regular Working Hours: Daily from _____ to _____ Saturday or Overtime (if any): _____

Assigned Title: _____ Gross Pay: \$ _____ per hour, week, month (circle one)

Briefly describe the responsibilities of the department where you were assigned: _____

Briefly describe your work assignment: _____

List any noteworthy accomplishments or achievements during your assignment: _____

List new skills that you learned during your assignment: _____

What did you like the best about your assignment: _____

What did you like least about your assignment: _____

List any objectives or goals that you have set for your next work assignment: _____

List any suggestions for improvement of the Co-op Program: _____

Work Session Appraisal

A primary objective of CEMR's Cooperative Education Program is to provide you with an opportunity to develop skills in a professional environment under the guidance of qualified and successful members of your chosen engineering discipline. This appraisal is designed to help you evaluate and determine the effectiveness of your recent work session. On a scale of one to five, rate the characteristics in the following categories. The results of this assessment will be reviewed with the Co-op coordinator and made available to your advisor.

Supervision Assessment

1. Did your immediate supervisor assist you in developing an effective work relationship with co-workers?	Always 1	2	3	4	Never 5
2. Did your immediate supervisor provide you with adequate instruction to perform your duties well and safely?	Always 1	2	3	4	Never 5
3. Did your immediate supervisor seem interested in you as an individual?	Always 1	2	3	4	Never 5
4. Did your immediate supervisor attempt to motivate you relative to your professional development?	Always 1	2	3	4	Never 5
5. Did your immediate supervisor provide you adequate feedback relative to your performance and/or conduct?	Always 1	2	3	4	Never 5

Co-Worker Assessment

1. Did you get along well with your co-workers?	Always 1	2	3	4	Never 5
2. Did your co-workers appear interested in, or committed to the concept of a Co-op Program?	Always 1	2	3	4	Never 5
3. Did your co-workers seem genuinely interested in your success or performance?	Always 1	2	3	4	Never 5
4. Did your co-workers consider your contribution to the overall responsibilities of your department to be significant?	Always 1	2	3	4	Never 5
5. Were you and your co-workers provided with enough work to keep you busy?	Always 1	2	3	4	Never 5

Self Assessment

1. Do you feel that you were adequately prepared academically for the tasks assigned to you during this work period?	Always 1	2	3	4	Never 5
2. Do you feel that you understood your assigned duties and responsibilities?	Always 1	2	3	4	Never 5
3. Do you feel that you received adequate instruction or training for the tasks assigned to you?	Always 1	2	3	4	Never 5
4. Do you feel that the work that you performed is of value to your employer?	Always 1	2	3	4	Never 5

Program Assessment

1. Was the work that you were asked to perform satisfactorily related to your academic/career interests?	Always 1	2	3	4	Never 5
2. Was the work that you were asked to perform challenging related to your level of academic achievement?	Always 1	2	3	4	Never 5
3. How would you rate the employer that you worked for related to their performance as a Co-op participant?	Excellent 1	2	3	4	Poor 5

Please rate the overall quality and value of this work session by circling the following word that best describes your experience.

Outstanding

Above Average

Satisfactory

Below Average

Unsatisfactory

Signatures and Dates

Student-Date

Academic Advisor-Date

Co-op Coordinator-Date