



Experiential Learning

MONROE COMMUNITY COLLEGE

Student Evaluation

PLEASE PRINT CLEARLY

Cooperative Education Student: _____
Last Name / First Name

Position Title: _____

Company/Organization: _____

NOTE TO EMPLOYERS:

Please be aware that this evaluation form impacts a large percentage of the student's final co-op grade. For a student to receive credit for this evaluation, the employer must completely fill it out including the comment section. Circle or highlight appropriate designation in each category.

1. BASIC REQUIREMENTS/STANDARDS

ATTENDANCE: Student is conscientious about attendance at work and being on time.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

APPEARANCE: Student dresses and performs in a professional manner.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

PROFESSIONALISM: Student maintains professional image, ethics and credibility with guests and fellow employees.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

2. PERSONAL CHARACTERISTICS

SELF MOTIVATION: Student shows an interest and willingness to work. Demonstrates initiative and drive. Able to work constructively without constant supervision.

Rating (*circle one*): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

LEADERSHIP: Student demonstrates good judgment, shows effectiveness in analyzing a situation and arriving at sound conclusions, is honest, courteous and open-minded. Student respects and works well with peers, is constructive, and demonstrates ability to lead by example as well as design.

Rating (*circle one*): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

ADAPTABILITY/STABILITY: Student demonstrates the willingness and ability to adapt to changing work conditions, procedures, policies and/or tasks. Student shows ability to withstand and to remain calm in required situations.

Rating (*circle one*): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

ORGANIZATIONAL SKILLS: Student maintains a neat orderly work area. Student employs organizational skills which contribute to effective and efficient job accomplishments. Plans and arranges work in a professional and efficient manner. Student asks for clarification when necessary.

Rating (*circle one*): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

COMPATIBILITY/TEAMWORK/INTERPERSONAL SKILLS: Is effective as a team player. Demonstrates effectiveness in interfacing with others in a cooperative, polite manner. Is cooperative and respectful. Active participant with a positive and willing-to-learn attitude.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

3. KNOWLEDGE/ABILITY TO GROW FROM WORK EXPERIENCE

BASIC KNOWLEDGE: Student demonstrates basic knowledge of methods, techniques and skills involved in performing his/her job. Student's job knowledge has increased throughout the cooperative learning experience.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

WILLINGNESS TO LEARN: Student shows an ability to accept criticism. Asks questions when he/she doesn't understand directions or procedures.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

QUALITY AND QUANTITY OF WORK: Student performs a high caliber of work in terms of accuracy, precision, thoroughness and neatness. Takes care of equipment, practices safety, and handles supplies efficiently. Student produces a reasonable volume of work completed efficiently, consistently and in a timely manner.

Rating (circle one): **O**utstanding **A**cceptable **U**nacceptable **N/A**

EXAMPLES AND/OR COMMENTS: _____

HOW WOULD YOU GRADE THIS STUDENT RELATIVE TO THEIR OVERALL PERFORMANCE?

Rating (circle one): **A** **A-** **B+** **B** **B-** **C+** **C** **C-** **D+** **D** **D-** **F**

COMMENTS: _____

Company/Organization Name: _____

Address: _____

Phone: _____ E-mail: _____

Name of Supervisor: _____

Signature: _____