



# 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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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### 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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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**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:** \_\_\_\_\_

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

**Grade** (*between 1-100*): \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
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Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_