



Co-op Student Performance Evaluation Form

Office of Career Services • 21000 West Ten Mile Road • Southfield, Michigan 48075-1058

Phone: (248) 204-3140 • Email: ltuocs@ltu.edu • Fax: (248) 204-4115

Student Information:

Name

	Last name	First Name		Middle Initial
LTU Student ID		Major		
Work Period	<input type="checkbox"/> Co-op Practicum I <input type="checkbox"/> Fall 20____	<input type="checkbox"/> Co-op Practicum II <input type="checkbox"/> Spring 20____	<input type="checkbox"/> Co-op Practicum III <input type="checkbox"/> Summer 20____	

Instructions: Please have the student's immediate supervisor evaluate this co-op student objectively, comparing this student's performance during the work term with others at a comparable academic and work experience level. Upon completion, this form should be returned as soon as possible to the address or fax number listed above. Thank you for your assistance.

Please rate the co-op student's performance in each of the following areas:

1 – Unacceptable; 2 – Marginal; 3 – Acceptable; 4 – Good; 5 – Outstanding

	1	2	3	4	5
Attendance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude/Application to work/learning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Quality of Work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To what extent did you find each of the following outcomes in the co-op student you supervised?

1 – Not Applicable; 2 – Not Able To Rate; 3 – Less Than Expected; 4 – About What We Expected; 5 – More Than Expected

	1	2	3	4	5
Ability to function on multi-disciplinary teams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective oral communication skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective written communication skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to apply knowledge of math.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to apply knowledge of science.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to apply knowledge of engineering.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to identify and formulate engineering problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to develop viable solutions to engineering problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to design and conduct experiments.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to analyze and interpret data.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to design a system, component, program or process to meet desired needs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to create, design, and/or debug software/hardware related systems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use techniques, skills, and modern engineering tools necessary for practice.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of the impact of engineering solutions in a global and societal context.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizing the need to engage in life-long learning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the student making satisfactory progress for his/her stage of development? Please explain.

What suggestions do you have for the student, which might increase his/her value to the organization?

What is your assessment of the student's academic preparation for this position?

What changes would you like to see implemented in the curriculum to better prepare future students for cooperative education opportunities in your organization?

Employer Information:

Supervisor

Last name

First Name

Middle Initial

Company

Department

Phone No.

Email

Fax No.

Signatures:

Supervisor

Date

Student

Date

Career Services

Date