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COOPERATIVE EDUCATION SUPERVISOR EVALUATION OF STUDENT

TERM: F W Sp Su Today's Date _____ / _____ / _____

Return by:	Return to:
CRN	

Student Name _____ Student L # _____ Major _____ Student Phone _____ ()

Student Mailing Address _____ City _____ State _____ Zip _____ Student Email _____
has permission to register for & will receive _____ credits (_____ clock hours/ _____ hours per week) upon successful completion of the work experience with:

Name of Company or Agency _____ Supervisor at Work Site _____ Agency Email _____
Address _____ City _____ State _____ Zip _____ Phone _____ Fax _____ () ()
Description of learning experience (work assignments & duties) _____

Weekly schedule: Su _____ Wage _____ per _____ Unpaid Co-op Coordinator: _____
M _____ Th _____ Workers compensation insurance paid by: _____
Tu _____ F _____ Employer No Coverage
W _____ Sa _____ Work Study Co-op*

Special notes:

KEY: 5 = OUTSTANDING 4 = VERY GOOD 3 = AVERAGE 2 = MARGINAL 1 = UNSATISFACTORY N/A = NOT APPLICABLE													
Quality of Work <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/> Produces acceptable work, is accurate and thorough <input type="checkbox"/> Demonstrates progress in developing job specific skills <input type="checkbox"/> Performs duties in a timely and professional manner <input type="checkbox"/> Looks for ways to improve, shows initiative <input type="checkbox"/> Readily identifies problems and/or errors then makes corrections and/or finds solutions <input type="checkbox"/> Deals with routine tasks efficiently							Communication Skills <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/> Accepts and responds appropriately to feedback and suggestions <input type="checkbox"/> Demonstrates ability to communicate effectively with co-workers, supervisors, managers, and clients <input type="checkbox"/> Works well with co-workers; contributes to team effort. <input type="checkbox"/> Understands and follow instructions <input type="checkbox"/> Respects and works effectively with diverse people						
Professionalism/Work Ethic <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/> Manages time in an effective and appropriate way <input type="checkbox"/> Consistently follows through on tasks <input type="checkbox"/> Performs effectively under pressure <input type="checkbox"/> Demonstrates appropriate job-specific reading, writing and information skills <input type="checkbox"/> Uses technology competently, selecting tools appropriate to the task <input type="checkbox"/> Attends regularly, arrives on time and arranges lateness/time off in advance <input type="checkbox"/> Dress and grooming appropriate for the job										Overall Performance <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> VERY GOOD <input type="checkbox"/> AVERAGE <input type="checkbox"/> MARGINAL <input type="checkbox"/> UNSATISFACTORY			

Strengths: _____

Areas for improvement: _____

Please list specific skills this student has learned in this work site: _____

Additional comments (may use back or additional pages): _____

Has this student learned and demonstrated appropriate skills to be competitive for future employment in this field? Yes No

Has this report been discussed with the student? Yes No

Immediate Supervisor _____ Date _____