

## CO-OP STUDENT EVALUATION FORM

Student Name \_\_\_\_\_

Date of External Learning Experience: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Dates Absent: \_\_\_\_\_ Number of Days Late: \_\_\_\_\_

Please circle the most representative response for each behavior demonstrated by the student:

**Key:**

- 5..... Always
- 4..... Most Always
- 3..... Usually
- 2..... Occasionally
- 1..... Never
- N/A..... Not Applicable or Not Observed

**Affective Traits:**

1.	Starts activities immediately .....	N/A	1	2	3	4	5
2.	Respects the meaning of privileged information .....	N/A	1	2	3	4	5
3.	Maintains personal appearance and hygiene as appropriate for the workplace .....	N/A	1	2	3	4	5
4.	Is skillful in adapting to and working with others .....	N/A	1	2	3	4	5
5.	Approaches assignments with confidence .....	N/A	1	2	3	4	5
6.	Maintains an orderly work area .....	N/A	1	2	3	4	5
7.	Replenishes supplies when needed .....	N/A	1	2	3	4	5
8.	Willingly stays to complete or correct work .....	N/A	1	2	3	4	5
9.	Searches for answers to questions in available time .....	N/A	1	2	3	4	5
10.	Maintain/prepare 3 satisfactory records .....	N/A	1	2	3	4	5
11.	Follows established company procedures .....	N/A	1	2	3	4	5
12.	Organizes workload .....	N/A	1	2	3	4	5
13.	OTHER SKILLS UNIQUE TO THE OCCUPATION .....	N/A	1	2	3	4	5

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**Psychomotor Skills:**

1.	Routine tasks are completed within acceptable limitations .....	N/A	1	2	3	4	5
2.	Routine tasks are completed within acceptable time .....	N/A	1	2	3	4	5
3.	Sophisticated tasks are completed within acceptable limitations .....	N/A	1	2	3	4	5
4.	Sophisticated tasks are completed within acceptable time .....	N/A	1	2	3	4	5
5.	OTHER SKILLS UNIQUE TO THE OCCUPATION .....	N/A	1	2	3	4	5

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**Cognitive Skills:**

1. Transfers knowledge of principles and procedures to new techniques .....	N/A	1	2	3	4	5
2. Recognizes tasks that are beyond student capacity .....	N/A	1	2	3	4	5
3. Applies classroom learning to workplace setting.....	N/A	1	2	3	4	5
4. Interprets charts, graphs and data correctly .....	N/A	1	2	3	4	5
5. Troubleshoots equipment .....	N/A	1	2	3	4	5
6. Identifies and attempts to solve discrepancies in systems, results or information .....	N/A	1	2	3	4	5
7. OTHER SKILLS UNIQUE TO THE OCCUPATION .....	N/A	1	2	3	4	5

**This student has entry-level skills:**

- 5..... Now
- 4..... After additional external learning experiences
- 3..... After additional course work
- 2..... After additional course work and additional external learning experiences
- 1..... No (explain obstacles to obtaining entry-level skills)

Please provide additional information regarding your evaluation of the student’s performance in this external learning experience.

Comments: \_\_\_\_\_

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\_\_\_\_\_  
Student’s signature  
(I have seen this evaluation and discussed it with my workplace supervisor)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor’s Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by College Instructor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date