



Internship/Cooperative Education Student Performance Evaluation

Statement of Purpose: Internships and Cooperative Education classes are planned and evaluated work experiences related to the student's educational objective for which the student receives academic credit. The information contained in this evaluation will be used to determine the growth and abilities of the student. This evaluation is designed to be a developmental tool to assist internship and cooperative education the college preparing students to become better learners and employees. As an employer, you are not only contributing to the growth and development of students but assisting in the preparation of a better workforce for the future.

| | | |
|------------------------------------|----------------------------------|---------------------------|
| STUDENT NAME: | | STUDENT ID#: |
| JOB TITLE: | | |
| START DATE (mm/dd/year): | END DATE (mm/dd/year): | RATE OF PAY: \$ |
| GRADUATION DATE: | MAJOR or PROGRAM: | COURSE NUMBER: |
| TELEPHONE: | E-MAIL: | |
| COORDINATOR NAME: | | |

| | |
|--------------------------|----------------|
| EMPLOYER: | |
| ADDRESS: | |
| CITY/STATE/ZIP: | |
| SUPERVISOR NAME: | |
| SUPERVISOR TITLE: | |
| TELEPHONE: | E-MAIL: |

EMPLOYER/FACULTY MEMBER: Fill this section in at beginning of internship/co-op.

Please describe briefly the duties as assigned to this student during his/her internship/co-op period.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

EVALUATION

To be completed by the on-the-job supervisor at the end of the Internship/Co-op

Check the corresponding number of the answer which applies to the standard

JOB PERFORMANCE: Quality, Quantity, and Accuracy of Work.

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> 4 Exceeds standard: Performs all Job responsibilities and demonstrates willingness and ability to complete tasks beyond the scope of the job. | <input type="checkbox"/> 3 Meets standard: Performs all job responsibilities according to job description and employer expectation. | <input type="checkbox"/> 2 Approaching standard: Does not always complete job responsibilities. | <input type="checkbox"/> 1 Not meeting standard: Does not perform job responsibilities to employer expectations. |
|--|---|---|--|

Comments:

VERBAL COMMUNICATION: Organizing and communicating ideas and information that understandable to the listener.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> 4 Exceeds standard: Clear, concise, appropriate language and tone. | <input type="checkbox"/> 3 Meets standard: Clear and understandable. | <input type="checkbox"/> 2 Approaching standard: Sometimes struggles to be clear and concise. | <input type="checkbox"/> 1 Not meeting standard: Has difficulty being clear and concise. |
|---|--|---|--|

NA

Comments:

WRITTEN COMMUNICATION: Communicating ideas and information in writing

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> 4 Exceeds standard: Exceptionally clear, concise error free and well organized. | <input type="checkbox"/> 3 Meets standard: Clear and organized. | <input type="checkbox"/> 2 Approaching standard: May contain errors | <input type="checkbox"/> 1 Not meeting standard: Unclear and/or unorganized. |
|--|---|---|--|

NA

Comments:

INTERPERSONAL: Interaction with others and/or a team player.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 4 Exceeds standard: Always works well with others including co-workers and supervisors. | <input type="checkbox"/> 3 Meets standard: Cooperates with others. | <input type="checkbox"/> 2 Approaching standard: Sometimes demonstrates difficulty working with or interacting with others. | <input type="checkbox"/> 1 Not meeting standard: Has difficulty interacting and/or working with others. |
|--|--|---|---|

NA

Comments:

TECHNOLOGY: Learning and utilizing industry specific technology.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 4 Exceeds standard: Demonstrates extensive knowledge and ability. | <input type="checkbox"/> 3 Meets standard: Utilizes the technology required for the job. | <input type="checkbox"/> 2 Approaching standard: Does not always demonstrate proficiency with technology. | <input type="checkbox"/> 1 Not meeting standard: Has difficulty using technology needed to perform the job. |
|--|--|---|---|

NA

Comments:

PROFESSIONAL ETHICS: Adheres to the ethical standards of the employer.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> 4 Exceeds standard: Adheres to ethical standards and follows appropriate guidelines. | <input type="checkbox"/> 3 Meets standard: Adheres to ethical standards. | <input type="checkbox"/> 2 Approaching standard: Unknowingly violates ethical standards. | <input type="checkbox"/> 1 Not meeting standard: Ignores ethical standards. |
|---|--|--|---|

NA

Comments:

PROFESSIONALISM: Adheres to employer policies and procedures (dress, reliability, time management).

4
Exceeds standard:
Exhibits professional behavior at all times in accordance with both written and unwritten guidelines without specific instruction.

3
Meets standard:
Follows professional behavior guidelines and expectations within the workplace.

2
Approaching standard:
Does not always exhibit professional behavior within the workplace.

1
Not meeting standard:
Fails to act professionally.

NA

Comments:

WORK ETHIC: Attitude, Interest, Enthusiasm, Consistency.

4
Exceeds standard:
Always approaches tasks with equal enthusiasm, sets high standards and works to achieve them.

3
Meets standard:
Approaches tasks with equal enthusiasm.

2
Approaching standard:
Demonstrates interest in some tasks more than others.

1
Not meeting standard:
Reluctant to or does not always complete some tasks.

NA

Comments:

SUPERVISION: Responding to feedback from supervisors.

4
Exceeds standard:
Responds exceptionally well to positive and negative feedback. Successfully uses it in daily performance.

3
Meets standard:
Accepts positive and negative feedback and usually uses it in a satisfactory manner.

2
Approaching standard:
Responds to positive and negative feedback and attempts to use it in daily performance.

1
Not meeting standard:
Does not accept positive and negative feedback from supervisors.

NA

Comments:

OVERALL PERFORMANCE: Ability to complete assigned work.

4
Exceeds standard:
Exceptional ability to complete assigned work.

3
Meets standard:
Completes assigned work with little difficulty.

2
Approaching standard:
Sometimes struggles to complete assigned work.

1
Not meeting standard:
Has difficulty completing assigned work.

Comments:

ATTENDANCE:

Regular

Irregular

Comments:

PUNCTUALITY:

Acceptable

Unacceptable

Comments:

EMPLOYER ----- Pleas list any strengths and/or weaknesses you observed in the student.

Strengths/ Weaknesses:

| | |
|----------------------|------|
| EMPLOYER'S SIGNATURE | DATE |
|----------------------|------|

STUDENT ----- Please discuss this evaluation with your supervisor and complete the summary.

I agree disagree with this evaluation. Please list your reasons below if you disagree with this evaluation.

Reasons for disagreeing:

| | | |
|---|------------------------------|-----------------------------|
| Did you discuss this evaluation with your supervisor? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| STUDENT'S SIGNATURE | DATE | |

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SUMMARY OF PERFORMANCE:

| Job Performance | - | Professional Ethics | - | TOTAL | Total # |
|-----------------------|---|---------------------|---|-----------------------|---------|
| Verbal Communication | - | Professionalism | - | Exceeds Standards | |
| Written Communication | - | Work Ethic | - | Meets Standards | |
| Interpersonal | - | Supervision | - | Approaching Standards | |
| Technology | - | Overall Performance | - | Not Meeting Standards | |