Cooperative Education and Internship Program
Student Evaluation/Survey

Student Name: _______________________________
Job Title: ___________________________________

Company Name: ______________________________
Work Supervisor: _____________________________
Job Title: ________________________________

This form is to be completed at the end of the work-based learning experience. You are encouraged to describe your evaluations by using the “Comments” area in each section. Please submit completed evaluation/survey to the Career Services Office.

**PART 1:** Please rate **yourself** by circling the appropriate rating using the numbered guide below.

<table>
<thead>
<tr>
<th>Skill Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN = Unknown or unable to rate</td>
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<tr>
<td>1 = No skill</td>
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<tr>
<td>2 = Limited skill</td>
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<td>3 = Adequate</td>
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<tr>
<td>4 = Reasonably high skill level</td>
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<tr>
<td>5 = Exceptionally high skill level</td>
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</tbody>
</table>

**Communication Skills**

1. Demonstrate oral communication skills required for the job
   - UN 1 2 3 4 5 N/A
2. Listen to and uses feedback to improve
   - UN 1 2 3 4 5 N/A
3. Write clearly, concisely, and accurately
   - UN 1 2 3 4 5 N/A
4. Use correct grammar and sentence structure
   - UN 1 2 3 4 5 N/A
5. Effectively interact and collaborate with other professionals
   - UN 1 2 3 4 5 N/A

Comments: ________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________

**Self-Management**

1. Meet requires deadlines
   - UN 1 2 3 4 5 N/A
2. Understand when to request supervisor’s approval
   - UN 1 2 3 4 5 N/A
3. Adapt strategy when current approach is not effective
   - UN 1 2 3 4 5 N/A
4. Use good judgment and establishes priorities
   - UN 1 2 3 4 5 N/A
5. Maintain agreed schedule
   - UN 1 2 3 4 5 N/A
6. Handle more than one thing at a time
   - UN 1 2 3 4 5 N/A

Comments: ________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________

**Problem Solving/Decision Making Skills**

1. Analyze situations and takes appropriate actions
   - UN 1 2 3 4 5 N/A
2. Resolve problems within adequate time frames
   - UN 1 2 3 4 5 N/A
3. Offer creative solutions to problems
   - UN 1 2 3 4 5 N/A

Comments: ________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
Teamwork

1. Establish rapport and credibility within work team
2. Interact and collaborate with coworkers
3. Share information with others
4. Complete fair share of work tasks
5. Pitch in to help coworkers
6. Identify workers who can offer resources to complete tasks
7. Make a positive impact on work team

Comments: __________________________________
___________________________________________________________________________
_______________________________________________________________________________________________________________________________________

Professionalism

1. Conduct himself/herself in a manner that is consistent with the culture of the organization
2. Demonstrate an understanding of the professional code of ethics that guides the field
3. Organization, housekeeping, presence in work area
4. Attendance and punctuality (tardiness, absences, etc.)

Comments: _________________________________________________________________________
____________________________________
_______________________________________________________________________________________________________________________

Quantity of Work

1. Handle high volume of work
2. Willingness to work overtime, if required

Comments: _____________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________

Dependability

1. Report errors and problems promptly
2. Follow through with goals

Comments: ________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________

Technical Skills

1. Required entry level technical skills
2. Willing to strengthen technical skills

Comments: _____________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________

Initiative

1. Seek opportunities to learn and broaden skills
2. Take initiative to get the job done without step-by-step supervision
3. Set and communicate goals.
4. Look for new assignments after completing old ones

Comments: ________________________________________________________
_______________________________________________________________________________________________________________________
Ability to Learn

1. Student demonstrates their ability to research, comprehend, analyze, develop, and evaluate ideas UN 1 2 3 4 5 N/A
2. Understand principles, methods, and procedures needed to accomplish tasks UN 1 2 3 4 5 N/A
3. Understand new information and instructions UN 1 2 3 4 5 N/A
4. Speed of learning new jobs UN 1 2 3 4 5 N/A

Comments:_____________________________________________________________
________________________________________________________________________

Quality of Work

1. Accuracy and completeness of work UN 1 2 3 4 5 N/A
2. Amount of checking required of supervisor UN 1 2 3 4 5 N/A
3. Produce high-quality, error-free work UN 1 2 3 4 5 N/A
4. Complete jobs well even under adverse conditions UN 1 2 3 4 5 N/A

Comments:________________________________________________________________
________________________________________________________________________

Attitude

1. Demonstrate enthusiasm for assigned tasks UN 1 2 3 4 5 N/A
2. Show an understanding and respect of the culture of others UN 1 2 3 4 5 N/A
3. Take pride in work UN 1 2 3 4 5 N/A
4. Respect the viewpoint of others UN 1 2 3 4 5 N/A

Comments:________________________________________________________________
________________________________________________________________________

PART 2: Please rate how much your supervisor/employer helped you by circling the appropriate rating using the numbered guide below. The results will only be shared if action needs to be taken.

1 = Not helpful at all 2 = Somewhat helpful 3 = Moderately helpful 4 = Very helpful level

1. Developing professional skills 1 2 3 4
2. Learning how to work effectively in a team setting 1 2 3 4
3. Applying my technical skills 1 2 3 4
4. Practicing problem solving and critical thinking 1 2 3 4
5. Developing leadership skills 1 2 3 4
6. Practicing ethical behavior 1 2 3 4
7. Learning about my career field 1 2 3 4
8. Learning about the interrelationship of various departments within the company 1 2 3 4
9. Learning appropriate workplace behavior 1 2 3 4
10. Developing my ability to analyze information 1 2 3 4
11. Motivating me to learn and develop my skills 1 2 3 4

Overall rating 1 2 3 4
1. What kind of training or orientation was provided before you started working?
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

2. Would you recommend this co-op/internship program to other students? □ Yes □ No
Comments:_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

3. What general impression do you have of your employer?
□ Negative  □ Neutral  □ Positive
Explain:_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

4. What personal characteristics helped you succeed in the workplace?
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

5. Were you given tasks or duties that enabled you to apply the knowledge and skills learned in class? □ Yes □ No

6. Did your supervisor work with you regularly? □ Yes □ No

7. Was your supervisor available to answer questions when needed? □ Yes □ No

8. Discuss the strong points of your co-op/internship experience.
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

9. Discuss the weak points of your co-op/internship experience.
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

PART 3: Please evaluate Terra State Community College. Honesty is essential to the continued improvement of the program and institution.

1. Did your classroom knowledge apply to your work experience? □ Yes □ No
Explain:_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

2. Do you think your academic program adequately prepared you for this co-op/internship? □ Yes □ No
Explain:_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

3. A Student Ambassador is a student who has successfully completed an internship/co-op that is willing to participate in special events to speak about their experience and promote the Cooperative Education and Internship Program at Terra State Community College.

Would you be interested in being an Internship Student Ambassador? □ Yes, contact me/send me more information □ No

4. In what ways could your Career Services Office better serve you?

______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________

4. What changes would you make to the Cooperative Education and Internship Program?

______________________________________________________________________________________________________________________

5. What additional comments do you have regarding the Cooperative Education and Internship Program, the Career Services Office, your work experience, etc.?

______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________

Student Signature ____________________________ Date __________