

Cooperative Education Site Visit Report

Please complete this form, sign, date and mail to: Julie Greene, Director, Career Services and Cooperative Education, CT State Manchester, Great Path, MS #8, P.O. Box 1046, Manchester, CT 06045-1046 | Email: julie.greene@ctstate.edu | Phone: 860-512-3372 | Fax: 860-512-3371

GENERAL INFORMATION

Student Name	Date of Visit
Academic Program	Site Visit Evaluator Name
Supervisor Name, Title	Site Name

MEETING WITH SUPERVISOR

Does student work as part of a team? Independently? What percentage of time is spent with supervisor?

Was the student academically prepared for the job? Did you see evidence of classroom theories being applied to the work in this position? Was the student administratively prepared for the job (i.e. interviewing skills/resume writing skills)?

How has the student's work performance been? Strengths and weaknesses?

Are there any skills or subject matter that the college might emphasize in the instruction of this student?

How is this experience contributing to the career development of the student?

Any general comments of the work experience program?

Other comments or suggestions?

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Student Name

MEETING WITH STUDENT

Is the student receiving adequate supervision? Is the supervisor accessible?

Do other employees accept the student as part of a team?

Are objectives stated in the learning objectives being met?

Is hands-on experience making classroom-learned theory clearer?

What is the student being exposed to on the job that she/he would not be in the classroom? What courses have been most applicable to the co-op experience?

Did the student feel academically prepared for the work experience (i.e. classroom theories)? Did the student feel administratively prepared for the job (i.e. interviewing skills/resume writing skills)?

Is the student satisfied with the Co-op program and the way it is run?

Would the student like to return to or continue in same organization as either a work-experience student or a full-time employee?

What are the student's feelings about the work experience? Is she/he learning what they had hoped to?

Other comments or suggestions?