MEETING WITH THE SUPERVISOR

This side is to be completed by the course instructor.

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

2. Does he/she feel the student was academically prepared for the job? Can you see evidence of classroom theories being applied to the work in this position?

3. How has the student’s work performance been? Strengths and weaknesses?

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

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

6. What are his/her general comments of the work experience program?

7. Other comments or suggestions?
MEETING WITH STUDENT

This side is to be completed by the student.

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

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

3. Are objectives stated in the learning objectives being met?

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

5. 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 your Co-op experience?

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

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

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

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

10. Other comments or suggestions?

11. Would you recommend your site to other students?