

\*Note: Complete this form electronically, if possible.  
Download a blank form to your computer in order for  
the digital signature feature to appear.

BUSINESS CO-OPERATIVE EDUCATION  
FACULTY OF BUSINESS ADMINISTRATION  
Memorial University of Newfoundland  
STUDENT EVALUATION OF CO-OP WORK TERM

<b>Name of Student</b>	<b>Name of Employer and Location</b>	<b>Work Term:</b> <b>Year:</b> <b>Class of:</b>
<b>Department</b>	<b>Job Title</b>	<b>Supervisor and Title</b>

This evaluation of your work term experience is an integral part of your co-operative education learning experience. The satisfactory completion of this evaluation is required after each work term and provides information essential in monitoring the ongoing quality of all co-op work term positions; it is important in determining the value of your work experience, both for yourself and for students who may wish to follow you in the same position. The information requested here will be made available to Memorial University's students, faculty, and co-op employers, to provide an additional source of information relating to co-op positions. We ask that you be honest and thorough in your assessment.

**Please ensure that your supervisor is aware that this evaluation of your work term is being completed.**

I, \_\_\_\_\_, have completed the attached evaluation of the work term.  
Student Signature

I, \_\_\_\_\_, have read the attached evaluation of the work term.  
Supervisor's Signature

EVALUATION RATING SCALE:	5 – OUTSTANDING	3 – SATISFACTORY	1 – UNSATISFACTORY
	4 – VERY GOOD	2 – MARGINAL	0 – NOT APPLICABLE

\*Click on the drop-down menu to choose rating.

EVALUATION CRITERIA	5	4	3	2	1	0	SUPPORTING COMMENTS
<b>EMPLOYER</b> <b>CAREER OPPORTUNITIES</b> opportunities which exist for advancement into interesting and challenging full-time positions with your employer <b>CO-OP ATTITUDE</b> concern demonstrated for your well being; the employer's view of your value to the organization <b>STAFF RELATIONS</b> harmony of interpersonal relationships which existed in peer and superior-subordinate interaction							
<b>POSITION</b> <b>AS ADVERTISED</b> the extent to which your responsibilities conformed to those you expected after the employer interview <b>SKILL LEVEL</b> provided responsibility consistent with your ability and growth; opportunity to use academic learning <b>RESPONSIBILITY</b> provided opportunity to perform progressively more advanced tasks <b>DIVERSITY</b> amount of variety in your work assignment; amount of non-routine activity <b>INTEREST/CHALLENGE</b> extent to which you found your job responsibilities interesting and challenging							

EVALUATION CRITERIA	5 4 3 2 1 0	SUPPORTING COMMENTS
<p><b>SUPERVISION</b></p>	<p><b>INSTRUCTION</b>            extent to which your assignment(s) and supervisor's expectations were adequately explained to you</p> <p><b>DIRECTION</b>            extent to which your work was checked for accuracy and completeness on a regular basis throughout the work term</p> <p><b>FEEDBACK</b>            frequency of discussions between supervisor and you on your performance and progress</p> <p><b>AVAILABILITY</b>            ease with which you were able to receive timely assistance from your supervisor with a particular problem or task</p> <p><b>STUDENT EMPATHY</b>            ability and willingness of your supervisor to see things from your perspective</p>	
<p><b>TRAINING</b></p>	<p><b>ORIENTATION</b>            extent to which you were given adequate and initial orientation to the organization and to the specific work environment</p> <p><b>CONTENT</b>            extent to which the content of the training you received either in formal sessions or on the job appeared to be well-planned</p> <p><b>APPLICABILTIY</b>            extent to which training provided aided you in doing your job</p>	

	EVALUATION CRITERIA	5 4 3 2 1 0	SUPPORTING COMMENTS
LEARNING	<p><b>TECHNICAL SKILLS</b>  extent to which you were able to develop specialized knowledge or skills in a reasonably complex area or activity</p> <p><b>ORAL AND WRITTEN COMMUNICATION</b>  opportunities available to you to develop your ability to speak and write effectively</p> <p><b>PROBLEM SOLVING/CRITICAL THINKING SKILLS</b>  extent to which you were able to develop your ability to think and solve problems, address issues, etc.</p> <p><b>COMPUTER SKILLS</b>  opportunities for acquiring enhanced computer skills; new software programs, new hardware equipment, etc.</p> <p><b>HUMAN RELATIONS</b>  opportunity to gain experience and skills relating to people</p> <p><b>ORGANIZATIONAL BEHAVIOUR</b>  extent to which your perceptions of the political, social and structural components of an organization were developed</p> <p><b>ETHICS</b>  opportunity to develop your ability to recognize ethical principles and act upon them</p> <p><b>INDEPENDENCE</b>  extent to which ability to work unsupervised was developed</p> <p><b>TEAM ORIENTATION</b>  opportunity to become an effective team member in performing job expectations</p>		
CAREER	<p><b>GOALS</b>  extent to which you believe your work experience was helpful in formulating your career objectives</p>		

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EVALUATION CRITERIA

5 4 3 2 1 0

SUPPORTING COMMENTS

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**NEW INTERESTS**

opportunity to discover new areas of  
interest from your work term position  
that you may wish to investigate in the future

**CHOICE**

extent to which your work term experience  
helped clarify your career objectives or  
test your career choice

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**OVERALL EVALUATION OF WORK TERM**

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Use this space for additional comments regarding your evaluation (e.g., What advice would you give your employer regarding the handling of co-op students! To what extent did your work experience meet with your expectations?).

What do you consider to be the greatest benefit of this work term to you?

What advice would you give to a co-op student who is about to begin a work term with your employer?

**For Office Use Only**

This evaluation has been completed satisfactorily

Yes

No

\_\_\_\_\_  
Academic Staff Member in Co-operative Education