



Engineering Co-operative Education End of Work Term Feedback

Note: Only complete this fillable form if unable to complete it directly in MyMUNLife.
If using this form, download it to your computer to enable the digital signature.

STUDENT: _____ WORKTERM: _____ DISCIPLINE: _____
EMPLOYER: _____ LOCATION: _____

Students are required to provide comments in Sections 2 and 4, and should discuss the completed form with their supervisor. **The student must email a saved PDF of the completed form to the Engineering Co-operative Education Office at coopeng@mun.ca, and copy (Cc) their Supervisor.**

Section 1: Skills and Attributes

For each of the skills or attributes described, on a scale of 1 to 5, indicate the level of competence that the student has attained or N/A if there is no basis for feedback. A *brief description of each skill/attribute is provided, or see <https://www.mun.ca/coop/media/production/memorial/administrative/cooperative-education/media-library/programs/engineering/WTEExpectations.pdf> for a thorough description of the skills expectations for engineering work terms 1 to 6, and rate the student based on the expectations for the work term being completed.*

1. Initiative (voluntarily begin a task or ask for new work or responsibilities; motivated in pursuing work)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

2. Organization and Planning (prioritize tasks based on their importance, and effectively plan the amount of time and effort required)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

3. Quality of Work (complete work thoroughly and with few errors)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

4. Productivity (learn quickly and complete assigned work with speed and consistency)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

5. Written Communication (convey written information clearly, concisely, and in an organized manner so it is easily understood)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

6. Verbal Communication (verbally convey information clearly, concisely, and in an organized manner so it is easily understood)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

7. Work Independently (assume responsibility and complete tasks without requiring constant assistance or supervision)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

8. Teamwork (collaborate and cooperate with others to complete tasks, demonstrating leadership as required)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

9. Problem Solving (use knowledge and skills to identify and analyse problems, investigate and evaluate alternatives, and recommend solutions)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for valuation
1	2	3	4	5	N/A

10. Project Management Techniques (appropriately incorporate project, change, and/or risk management techniques into engineering practice)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for valuation
1	2	3	4	5	N/A

11. Safety and Environment (understand and follow safety procedures, and understand the health and environmental impacts of engineering)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for valuation
1	2	3	4	5	N/A

12. Ethics and Integrity (demonstrate sound judgment, honesty, fairness, and moral principles in work relationships and decision-making)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

13. Appreciation of Diversity (demonstrate understanding, respect, and sensitivity to the needs and differences of others)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

14. Adaptation to Organization's Rules and Policies (understand and follow organization's procedures and policies, including the use of technology, appropriate attire, attendance, punctuality, security, etc.)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

15. Response to Supervision (openly accept and respond appropriately to direction, suggestions, and constructive feedback)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

16. Dependability (be reliable and consistent, and demonstrate a solid work ethic)

Not Developed	Developing	Competent	Strong	Outstanding	No Basis for Evaluation
1	2	3	4	5	N/A

Section 2: Achievement of Objectives

Based on the learning objectives set near the beginning of the work term, please indicate how well the student met the planned performance and professional/personal objectives.

Performance Objectives (Related to Work Duties)

Supervisor Comments:

Student Comments:

Professional/Personal Objectives (Related to Attitude and Behavior)

Supervisor Comments

Student Comments:

Section 3: Work Term Report or Presentation

Please comment on the written technical report or presentation required by and submitted to the Engineering Co-operative Education Office.

Supervisor's feedback on the technical content and communications effectiveness of written report or presentation:

Section 4: Overall Performance

Areas of Strength:	Areas for Growth:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Overall job performance:

Supervisor Comments:

Student Comments:

Please rank the student, considering their development and overall performance:

- 🍏 **Unsatisfactory** (did not meet performance requirements; student requires significant improvement in many areas)
 - 🍏 **Needs Improvement** (has not fully met performance expectations; student requires improvement in several key areas)
 - 🍏 **Meets Expectations** (meets performance expectations; supervisor is satisfied with the student's performance)
 - 🍏 **Above Expectations** (has met all and exceeded some performance expectations; supervisor is pleased with the student's performance)
 - 🍏 **Outstanding** (has significantly exceeded performance expectations and distinguished themselves by their contributions or exceptional performance)
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Name and title of person completing this feedback form:

Supervisor's Name: _____ Title: _____

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Reviewed by Academic Staff Member in Co-op Education (Memorial University)

Signature: _____ Date: _____