

Cooperative Education Supervisor Evaluation (Please attach additional sheets if necessary)

(STUDENT NAME) BUSINESS NA	MME WORK-SITE SUPERVISOR
Please note: EVALUATION MUST BE COMPLETED	BEFORE A GRADE CAN BE GIVEN.
This evaluation has been completed, comparing this ☐ Other students ☐ A typical full-time, regular employee	
the student upon first beginning the job and indicate t	heir work performance. Please discuss your expectations with their status for each trait at the end of the internship. os students develop key skills necessary to succeed in their
Directions: Please place an appropriate number whice 5	bility when necessary) //below expectations)
DEPENDABILITY	APPEARANCE
Punctual: Arrives to work on time.	Clean, well-groomed and appropriately dressed
Attendance: Attends work regularly.	for work environment. (uniform if required)
Meets work deadlines.	
DISPLAYED ATTITUDE	HUMAN RELATIONS
Interested in learning: takes advantage of opportunities to learn.	Accepts direction, follows rules and is respectful to supervisors.
Accepts responsibility for actions.	Works well in a team, respects diversity.
Displays professional manner.	Courteous and helpful to customers; handles conflicts well.
Behaves in an ethical manner; displays good integrity and values.	
QUALITY OF WORK	WORK SAFETY
Accurate and attentive to detail	Uses tools & equipment safely & efficiently. Follows correct methods and procedures.
Performs good quality work.	Demonstrates good basic knowledge of safety issues related to this position.
Adapts well to dynamic and changing conditions.	
Responds well under pressure.	
Careful with equipment & materials.	
SKILLS IMPROVEMENT	OVERALL PERFORMANCE RATING
Problem solving skills.	
Demonstrates good basic skills needed for this	Please indicate your overall rating of this
position.	student's performance on the job.
Displays understanding of the technology of this position.	Grade on a 1-10 scale, where 10 is the best and 1 is unsatisfactory.
position.	and its unsatisfactory.

Thank you for completing the Student Evaluation form. Skagit Valley College would appreciate your feedback on our Co-op Ed Program by answering the following questions:

1. What desirable qualities does this student demonstrate?	
2. What additional skills, course work this student's success potential in this	or experience would you recommend to increase s type of work?
3. What do you think this student learn	ned from this work experience?
4. How well did Skagit Valley College ր	prepare this student for this work experience?
5. Would you be willing to provide this	s student with a positive job reference?
6. Would you be willing to host anothe your business? Why, or	er Cooperative Education or Work Study student at r why not?
7. Are there any questions, comments improve our cooperative education pro	or recommendations you have that can help us ogram?
Signature of Work Site Supervisor	Signature of Student
Date	Date

Thank you for your time and support of Skagit Valley College students. Please call the Cooperative Education Coordinator, (360) 416-7774, with any questions or comments.

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.