COOPERATIVE EDUCATION
STUDENT HANDBOOK

ACTIVE LEARNING. ACTIVE LIFE.

November 2016
Dear Student,

Welcome to the Cooperative Education (COOP) Program at Dixie State University. We are pleased to offer you the opportunity to participate in this student interactive course. Your involvement in this program is unique and may become one of your most advantageous experiences as a student. COOP is a structured academic program designed to enhance learning by providing meaningful work experience, career choice exploration, network exposure and the opportunity to help students finance your education. COOP provides an opportunity for students to demonstrate classroom theory in a practical situation, while providing a beneficial three-way partnership between employers, students and the University.

During the first week of school, it is the student’s responsibility to contact your assigned Instructor to arrange weekly appointments and establish measurable goals and objectives. The Faculty Instructor’s role is to encourage and support the student in his/her development in becoming a valuable employee while fulfilling academic requirements.

The following pages outline the requirements for students to complete one full semester of the COOP program. Please review the information carefully and refer to the workbook for guidelines and related assignments. Work hard and enjoy your COOP learning experience.

Sincerely,

Jo Hickman
Cooperative Education Assistant Director
dixie.edu/coop

653-7668
HCC 517
jhickman@dixie.edu

Active Learning. Active Life.
Canvas Information

Cooperative Education classes will be placed on the Canvas website. This site can be reached from the homepage of Dixie State University (www.dixie.edu).

Click on Canvas in the left side margin. When the Canvas page opens enter your personal User Name and password to access the pages for COOP.

Once in the Content Manager page click on the COOP class that is listed in your Course list.

Please read through the information and complete all the requirements.

Before the beginning of the semester you should check assignment dates and any requirement you will be required to complete.

It is important to check your Canvas mail often.
Semester Time Line

Weeks 1-3

1. Meet with instructor and review the requirements and semester timeline. Establish when assignments are due.

2. Students write their goals and objectives.

3. Students specify a related assignment with instructor.

Weeks 4-7

4. Pre-term employer evaluations are due before the 7th week of the semester.

5. Meet with the instructor weekly and discuss the progress toward objectives and related assignments. Or submit progress reports through email or both.

6. Student’s instructors visit the student’s place of employment and/or contact employer for mid-term review.

Weeks 10-14

7. Students review final grade status with instructor and make adjustments if necessary.
   a. Student’s employer signs off on completed objectives.
   b. Student Final Review and Evaluation (Student’s self-evaluation).
   c. Employers Final Evaluation of student progress.

8. Instructor posts student grades on Banner first week after finals.
Learning Objectives

To obtain University credit for Cooperative Education, a student must pursue a planned program of education that includes new or expanded work experience learning. The key to a good COOP work experience is the development and approval of measurable learning objectives that are to be accomplished during the semester. By creating these objectives it is anticipated that the COOP students will perform better than the average employee.

It is the student’s responsibility to write the learning objectives. It is the faculty instructor’s role to assist and advise in setting and reaching the goals. The employer may also assist in creating and approving objectives. For each university credit two objectives need to be completed.

The learning objectives need to specifically identify and describe the desired outcome or performances. The objective usually describes the content, treatments, processes, activities, and sequences of events that will take place in completing the design and evaluation of objectives. The objectives need to state the goal, time spent on the objective, what steps are required to complete the goal and how the student is going to prove the objective has been accomplished.

Related Assignment

Each student needs one or two related assignments that are provided through the faculty coordinator. Read the Related assignment worksheet for more information about this assignment.

Grades

Cooperative Education Grades are based on:

1. Employer/Supervisor’s evaluation of learning objectives.
2. Student progress on objectives. Two objectives are required for each credit.
3. Accomplishments on the job.
4. Attendance. Meeting with the faculty Instructor on a regular basis, typically weekly is required.
5. Completion of one or more related assignments.
Instructor ____________________________

Student name_______________________ Phone Number/email_____________________

Employer____________________________

Supervisor____________________________

<table>
<thead>
<tr>
<th>Weekly appointments</th>
<th>Date/ time</th>
<th>Notes</th>
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<tbody>
<tr>
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</table>

Job site visit information:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
1. Syllabus

2. Philosophy

3. Job Description

4. Establishing Learning Objectives

5. Learning Objectives sign-off sheet

6. Related Assignment Worksheet

7. Weekly Report Form

8. Employer Pre-term evaluation

9. Employer Final Evaluation

10. Student Self-evaluation
COOPERATIVE EDUCATION SYLLABUS
COOPERATIVE EDUCATION 1800R, 1-3 CREDITS

INSTRUCTOR:

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Contact information</th>
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<tr>
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</tbody>
</table>

Office Hours

PROGRAM DIRECTOR: Jo Hickman, 652-7668, jhickman@dixie.edu

SEMESTER/YEAR: Fall 2016

TEXT REQUIRED: Online Cooperative Education Workbook or Canvas

REQUIRED MATERIALS: Must have a job and be working

COURSE DESCRIPTION

Cooperative education is open to all students with COOP program permission and after completion of a written agreement. A planned program of new or expanded paid or volunteer work experience learning requiring students to establish measurable learning objectives, including the activities and desired outcomes, and then to accomplish those objectives. Students must meet with the instructor on a regular basis, usually each week, and the instructor is required to make one or more site visits. Students must document their work hours as follows: 1 credit = at least 6 hours per week or 100 hours during the semester, 2 credits = 12 hours per week or 200 hours during the semester, 3 credits = 18 hours per week or 300 hours during the semester. Students are also required to complete between 2-6 learning objectives and 1-2 required assignments. A letter grade will be achieved. Each COOP course is repeatable for credit up to 3 credits subject to graduation restrictions. A maximum of 12 COOP / work experience credit can be applied to any DSU degree. Course fee required. Prerequisite: Permission must be obtained from the director of cooperative education before registration. FA, SP, SU

DSU POLICIES, PROCEDURES, AND SEMESTER DATES

Click on this link - http://dixie.edu/reg/?page=schedule - for comprehensive information on the Semester Dates, the Final Exam Schedule, and University resources such as the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center. In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions.

If you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Disability Resource Center (652-7516) in the Student Services Center. The Disability Resource Center will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.
PERFORMANCE OBJECTIVES
Upon completion of this course, the student will be able to:
- Integrate classroom theory with workplace practice
- Identify academic and career goals and the relationship for application in the workplace
- Exhibit technical knowledge through use of provided technology
- Establish rapport with workplace culture, supervisors, and co-workers
- Improve workplace competencies
- Establish workplace relationships to enhance professional demeanor and networking

CLASS PROCEDURES
The COOP student is assigned a COOP instructor by the COOP director. The student is to contact the assigned faculty person the first week of school to set up weekly appointments and to establish goals and objectives. Weekly reporting of the progress of the student is a graded part of the class.
GRADING

Cooperative Education Grades will be calculated according to the scale below.

<table>
<thead>
<tr>
<th>Grade Breakdown - % of Grade Assigned to Three Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives = 65%</strong></td>
</tr>
<tr>
<td>1) Establishment of Learning Objectives</td>
</tr>
<tr>
<td>2 objectives per credit earned (25%)</td>
</tr>
<tr>
<td>2) Weekly Reports/Meetings with Faculty, documenting progress (30%)</td>
</tr>
<tr>
<td>3) Accomplishments on the job above and beyond average work (10%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95+</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<tr>
<td>D+</td>
<td>67-79</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>
COOPERATIVE EDUCATION PHILOSOPHY

Cooperative Education (COOP) is a structured academic program designed to enhance the quality and breath of learning by providing qualified undergraduate students the option of integrating academic study with related, work based learning.

Combining the work experience with classroom experience offers the paramount learning experience encompassing classroom learning and hands-on learning. COOP students have the opportunity to achieve and incorporate their goals and objectives in both formats.

This opportunity to meld education and work experience may be one of the most valuable aspects of your educational experiences. It is up to you to increase the benefits of this program. You will gain a greater appreciation of work, education and your ability to succeed if you apply yourself to developing and achieving your learning objectives.

This is where Cooperative or Internship Education becomes an important learning tool. It allows the student a one-on-one learning environment with an instructor. This class allows students to work, use, and apply knowledge using his/her full range of senses. It is relative to the individual’s life and it helps integrate classroom knowledge with real life experience. Cooperative Education is the ultimate method for learning in a real-life situation of work. It provides personal ownership to the learning experience where a student would find benefit. This educational program is a win-win combination of classroom knowledge coupled with work experiences that bridges wisdom in obtaining the life style for the students’ future life's potential.

Work Hard And Succeed!

"At the desk where I sit, I have learned one great truth. The answer for all our national problems - the answer for all the problems of the world - comes to a single word. That word is "education."  
Lyndon B. Johnson
COOPERATIVE EDUCATION WORK EXPERIENCE JOB DESCRIPTION

Instructions: Complete this page with the help of your employer prior to completing the objectives portion of the workbook.

JOB TITLE: ________________________________________________________________

OVERALL JOB DESCRIPTION (What is it that you have been hired to do as described in general terms?):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Specific Duties (Make a list of the duties you perform or will perform on a regular basis):

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________

5. ________________________________________________________________

6. ________________________________________________________________

7. ________________________________________________________________

8. ________________________________________________________________

Hours to be worked each week ____________

Rate of Pay _____________________________

__________________________  ____________________________
Signature of Student          Signature of Employer
A cooperative education learning objective is a statement which describes a result the student is interested in accomplishing during the cooperative education enrollment period.

1. Describe the learning experience.

2. Learning Objective usually are included in one of the following categories
   a. Career orientation and routine duties. Goals that include specific improvement in accomplishing the day-to-day functions of the job.
   b. Problem-solving or Skill acquisition. These goals interpret specific problems or challenges at the job site and creates a measurable result.
   c. Skills Application. These goals apply or test classroom knowledge in the work environment.
   d. Personal. Goals that involve human relations situations that can have a measurable outcome.
   e. Job implementation or new assignment. Goals that allow the student to perform new job requirements effectively.
   f. Increased knowledge. Develop an objective around gaining specific new knowledge.

3. Instructions for learning objectives.
   a. Take a fresh look at your place of employment. Walk around and observe everything that is happening, equipment available, employees, the physical arrangement, attitudes, and other employment situations. Consider your University studies and career goals while deciding objectives and the related assignment.
   b. Using the “Learning Objective Scratch Sheet” below write out items including:
      i. Things of a general nature.
         1. Career orientation
         2. Routine duties
      ii. Things that are new to you, but apply to your present or future interest.
      iii. Things you know but need more practice.
      iv. Human relation skills.
         1. Public interaction
         2. Employee interactions
         3. Punctuality
      v. Specific activity or duty.
      vi. Increase knowledge.
   c. Take this list to the faculty coordinator to determine the final objectives and related assignment.

4. Have objectives approved by your faculty-coordinator and your employer.
5. Qualities of a good objective.
   a. Should be stated in terms of result the student intends to achieve.
   b. Use understandable language. Not acronyms or technical jargon.
   c. Be specific, reasonable, achievable and measurable within the semester time limit.

Examples:

<table>
<thead>
<tr>
<th>Wrong</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will learn how to use my company’s computer system</td>
<td>By December 15\textsuperscript{th} I will be able to be online and operate the company computer.</td>
</tr>
<tr>
<td>I will evaluate the effectiveness of my company’s advertising</td>
<td>By March 15\textsuperscript{th}, I will create, produce, distribute and analyze a customer survey related to the company’s advertising</td>
</tr>
<tr>
<td>I would like to know more about the chemical makeup of common drugs used in the hospital.</td>
<td>By mid-tern, I will list the forty most common medications I observe being prescribed to patients and research the chemical composition.</td>
</tr>
<tr>
<td>I want to learn how to deal with grouchy people who are customers.</td>
<td>I will develop four different, cheerful conversation techniques and briefly describe each in a notebook. I will record the reactions of grouchy people to each technique and report by May 5\textsuperscript{th}.</td>
</tr>
<tr>
<td>I want to evaluate the effects of radiation on very small animals.</td>
<td>Within the next week, I will expose an experimental group of five young mice to varying levels of radiation. I will compare their growth, exercise habits and food consumption with a control group of mice. I will record the data and report at the end of the semester.</td>
</tr>
<tr>
<td>I want to improve my sanding, priming, color matching and spot painting techniques.</td>
<td>By November 1\textsuperscript{st}, I will successfully sand, prime, color match, and spot paint a repair on a customer’s car to his satisfaction.</td>
</tr>
<tr>
<td>I want to assist some children to learn a new skill.</td>
<td>By mid-term, I will teach a group of at least ten children ball throwing skills and have them demonstrate their skills by achieving at least a minimum score, which will be a proficiency level.</td>
</tr>
</tbody>
</table>
**Learning Objective Scratch Sheet**

Instructions: Use this work page to list ideas to develop your objectives and related assignment.

1. What equipment is available for your job improvement:
   a. __________________________________________
   b. __________________________________________

2. What are common problems in your work environment:
   a. __________________________________________
   b. __________________________________________

3. What information do you need to learn to be a better employee:
   a. __________________________________________
   b. __________________________________________

4. What would your employer/supervisor like you to know or do:
   a. __________________________________________
   b. __________________________________________

5. What do you want to learn to be a better employee:
   a. __________________________________________
   b. __________________________________________

Each objective needs to be written with three sections:

<table>
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</thead>
<tbody>
<tr>
<td>What will I do?</td>
<td>How will I do the objective?</td>
<td>How will I prove I accomplished my objective?</td>
</tr>
</tbody>
</table>
COOPERATIVE EDUCATION LEARNING OBJECTIVES SIGN-OFF

Student name ________________________________

Write your objectives, the steps necessary to accomplish them, the method you will use to measure your progress, and the estimate of time to accomplish the objective.

Objective.1: By ______ I will ________________________

___________________________ ___________________________ Estimate Hours To Complete Objective

Steps To Accomplish Objective:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

Method of Measurement (how to report success to instructor)

________________________________________________

________________________________________________

Objective.2: By ______ I will ________________________

___________________________ ___________________________ Estimate Hours To Complete Objective

Steps To accomplish objective:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________
Method of Measurement (how to report success to instructor)

Objective.3: By I will

1.

2.

3.

Estimate Hours To Complete Objective

Steps To accomplish objective:

1. 

2. 

3. 

Method of Measurement (how to report success to instructor)

Objective.4: By I will

1.

2.

3. 

Estimate Hours To Complete Objective

Steps To accomplish objective:

1. 

2. 

3. 
Objective.5: By I will

   ______________________________

   ______________________________

   Estimate Hours
   To Complete Objective

Steps To accomplish objective:

1. ______________________________

2. ______________________________

3. ______________________________

Method of Measurement (how to report success to instructor)

Objective.6: By I will

   ______________________________

   ______________________________

   Estimate Hours
   To Complete Objective

Steps To accomplish objective:

1. ______________________________

2. ______________________________

3. ______________________________
Method of Measurement (how to report success to instructor)

We the undersigned, agree with the validity of the learning objectives listed. The employer and the University agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved for the Student-employee’s work experience. There are three participants in the cooperative Education venture. The student agrees to abide by the cooperative Education and employer guidelines. The supervisor will evaluate the student-employee’s performance objectives at the end of the grading period. Dixie State University will award academic credit for work successfully accomplished.

_________________________  _________________________  _______________________
Student’s signature        Supervisor’s signature     Instructor’s Signature
Instructions for determining and completing the Related Assignment:

1. The Faculty Instructor will determine the related assignment.
2. The related assignment should be determined by the third week of the semester.
3. A related assignment is homework assigned by the Faculty Instructor.
4. This assignment may take the form of (or combination of) the following:
   a. Selected readings
   b. Interviews or observations
   c. Surveys
   d. Lab experiments
   e. Research
   f. Reports
5. Record the assignment details and time spent in the following format:

<table>
<thead>
<tr>
<th>Assignment details</th>
<th>Hours spent (10-30 hours)</th>
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<tbody>
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<td>By __________ (date), I will</td>
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<tr>
<td>Total Hours</td>
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Student Signature_______________________ Date: __________________

Faculty Signature_______________________ Date: __________________
## Weekly Summary of Progress on Objectives

Dates from ____________, 20__ to ____________, 20__

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Describe all activities during the week involving the objectives you have established.</th>
<th>Hours Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA</td>
<td>Describe your activity for the week involving your related assignment</td>
<td>Hours Spent</td>
</tr>
</tbody>
</table>

Insert Total Hours Worked on the Job This Week →

Student Signature ________________________________ Date: ____________
COOPERATIVE EDUCATION
EMPLOYER PRE-TERM EVALUATION OF STUDENT PROGRESS

Student ________________________________

Employer/Supervisor ________________________________

Name of Business ____________________________ Telephone ____________

EMPLOYER/SUPERVISOR: Please evaluate the student’s performance in each of the following areas and return to Dixie State University, 225 S University Ave, St. George, UT 84770.

ITEM A:

<table>
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<tr>
<th></th>
<th>Excellent</th>
<th>Above averag</th>
<th>Average</th>
<th>Need improvement</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>1. General personal appearance</td>
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<tr>
<td>2. General hygiene</td>
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<td>3. Punctuality</td>
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<td>4. Follows instructions</td>
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<td>5. Enthusiasm</td>
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<td>6. Adaptability</td>
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<td>7. Initiative</td>
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<td>8. Dependability</td>
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<td>9. Follow-through</td>
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<td>10. Works well with others</td>
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<td>11. Accepts Criticism</td>
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<td>12. Ambition</td>
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<tr>
<td>13. Skills &amp; knowledge acquisition</td>
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<tr>
<td>14. Skills &amp; knowledge application</td>
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<td>15. Confidentiality</td>
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<td>16. Quantity of work</td>
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<td>17. Quality of work</td>
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<td>18. Career potential</td>
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<tr>
<td>19. Accuracy</td>
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<tr>
<td>20. Neatness of work</td>
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</tbody>
</table>

ITEM B: Please comment on the progress the student is making toward achieving the listed objectives.

ITEM C: List areas of outstanding ability

ITEM D: List areas that need improved performance.

Employer/ Supervisor signature ________________________________
COOPERATIVE EDUCATION
EMPLOYER FINAL EVALUATION OF STUDENT PROGRESS

Student ________________________________

Employer/Supervisor ________________________________

Name of Business______________________________ Telephone ________________

EMPLOYER/ SUPERVISOR: Please evaluate the student’s performance in each of the following areas and return to Dixie State University, 225 S University Ave, St. George, UT 84770

ITEM A:

<table>
<thead>
<tr>
<th>Item</th>
<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Need improvement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General personal appearance</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. General hygiene</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3. Punctuality</td>
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<td>4. Follows instructions</td>
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<td>5. Enthusiasm</td>
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<td>6. Adaptability</td>
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<td>7. Initiative</td>
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<td>8. Dependability</td>
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<td>9. Follow-through</td>
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<td>10. Works well with others</td>
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<td>11. Accepts Criticism</td>
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<td>12. Ambition</td>
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<td>13. Skills &amp; knowledge acquisition</td>
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<td>14. Skills &amp; knowledge application</td>
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<td>15. Confidentiality</td>
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<td>16. Quantity of work</td>
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<td>17. Quality of work</td>
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<td>18. Career potential</td>
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<td>19. Accuracy</td>
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<td>20. Neatness of work</td>
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ITEM B: Please review the objectives previously established by the student and give overall comments on how well the student has met those objectives.

ITEM C: As an employer/supervisor, would you please suggest a letter grade (A,B,C,D,E) for the student’s work-experience portion of the Cooperative Education class.

Employer/ Supervisor signature ________________________________
ITEM A: On the basis of the objectives and related assignments you listed at the beginning of this cooperative education and the progress you have made, provide a brief analysis of how you feel you have grown from this cooperative work/education experience.

ITEM B: What are the strengths of your experience in the COOP Education Program?

ITEM C: Describe any weaknesses you see from your experience in the COOP Education Program

ITEM D: What grade do you think you earned? ________________

Student Signature ____________________________

Date ____________________________