Dear Student,

Welcome to the Cooperative Education (COOP) Program at Dixie State University. We are pleased to offer you the opportunity to participate. Your involvement in this program is unique and will be an advantageous experience as a student. COOP is a structured academic program designed to enhance learning by providing meaningful work experience, career choice exploration, and networking opportunities. The course objectives provide an opportunity for you to demonstrate classroom theory in a practical situation, while providing a beneficial three-way partnership between your employer, the university and yourself.

During the first week of classes, it is your 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 you and your development in becoming a valuable employee while fulfilling academic requirements.

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

Sincerely,

Diana Maughan
Assistant Director of Career Services
Cooperative Education
www.career.dixie.edu/employment/cooperative-work-experience/

435 652 7668
HCC 521
diana.maughan@dixie.edu
### Cooperative Education Index

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<td>20</td>
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</tbody>
</table>
Cooperative Education Philosophy

Cooperative Education (COOP) is a structured academic program designed to enhance the quality and breadth 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 the educational experience. It is up to the student to increase the benefits of this program. Each student will gain a greater appreciation of work, education and his or her ability to succeed if they apply themselves to developing and achieving the 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. COOP 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 bridge wisdom in obtaining the life-style for the students' future life's potential.

Learning Objectives

To obtain university credit for COOP, a student must pursue a planned program of education that includes new or expanded work experience. The key to a strong 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 objectives. The employer may also assist in creating and approving objectives. For each university credit two objectives need to be completed.

"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"
The learning objectives need to be specifically identified and detailed, including the desired outcome and/or performances. Describe the content, treatments, processes, activities, and sequence of events that will take place in the achievement and evaluation of the objectives. Each objective needs to state the goal, time spent, 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 based on the number of credits assigned through the faculty coordinator. Read the related assignment worksheet for more information about this assignment(s).

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 weekly basis
5. Completion of one or more related assignments.
Semester Time Line

Weeks 1-3

- Meet with instructor to review the requirements and semester timeline and due dates
- Establish learning objectives
- Determine related assignment(s) with instructor
- Pre-term employer evaluations

Weeks 4-7

- Connect with the instructor weekly and discuss the progress toward objectives and related assignments
- Instructor visits, emails or calls student’s place of employment for mid-term review of students’ progress

Weeks 10-14

- Student review final grade status with instructor which includes:
  a. Student’s completed objectives
  b. Student related assignment(s)
  c. Student self-evaluation
  d. Employer’s final evaluation of student progress

- Instructor posts student grades on Banner first week after finals
The COOP course, will be placed on the Canvas website before classes start. This site can be reached from the homepage of Dixie State University (www.dixie.edu).

- Hover over “myDixie”
- Click on Canvas link. When the Canvas page opens enter your personal User Name and password
- Access the COOP course
- Please read through the information and complete all the requirements.

Before the beginning of the semester you should check assignment dates and any additional requirements needed for class

**Note:** It is important to check your Canvas mail often.
Cooperative Education Syllabus
COOPERATIVE EDUCATION 1800R, 1-3 CREDITS

INSTRUCTOR:

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

PROGRAM DIRECTOR: Diana Maughan, 652-7668, diana.maughan@dixie.edu

SEMESTER/YEAR: Fall 2017

TEXT REQUIRED: Online Cooperative Education Workbook or Canvas

REQUIRED: Must have a job and be working

COURSE DESCRIPTION

The Cooperative Education (COOP) is geared for students in their freshman or sophomore year. COOP 1800 provides a beneficial three-way partnership between the employer, the student, and the university, creating the opportunity to apply classroom learning to practical problems on the job. This course allows students to work either in their field or a professional environment as they prepare to enter the workforce. Students learn the competitive nature of the job market and what is needed to prepare for the best career positions. Students also gain a competitive edge in the new graduate job market. Course work includes; learning objectives, employer-evaluations, related assignments, self-evaluation, regular communication with instructor, site visits to the employer by instructor and more. 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 180 hours during the semester: 3 credits = 18 hours per week or 270 hours during the semester. A maximum of 12 COOP/work experience credits can be applied to any DSU degree. Prerequisite: Permission must be obtained from the director of Cooperative Education to registration. FA, SP, SU.

DSU POLICIES, PROCEDURES, AND SEMESTER DATES
Click on this link https://academics.dixie.edu/fall-2017-academic-calendar/ for comprehensive information on the Semester Dates, the Final Exam Schedule. University resources such as the Career Services, the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center are found at https://dixie.edu/resources/ . In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions found at the following link. https://socialscience.dixie.edu/wp-content/uploads/sites/38/2015/07/Academic-Honor-and-Integrity-Policy.pdf

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 program 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 four categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Objectives = 30%</td>
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<tr>
<td>---</td>
</tr>
<tr>
<td>1) Establishment and accomplish of Learning Objectives.</td>
</tr>
<tr>
<td>*2 objectives per credit earned</td>
</tr>
<tr>
<td>3) Employer Final Self-Evaluation</td>
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<tr>
<td>A 95+</td>
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<tr>
<td>A- 90-94</td>
</tr>
<tr>
<td>B- 80-82</td>
</tr>
</tbody>
</table>
Time Report

Instructor ________________________

Student name____________________ Phone Number/email ________________

Employer__________________________

Supervisor________________________

<table>
<thead>
<tr>
<th>Weekly appointment</th>
<th>Date/ time</th>
<th>Notes</th>
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</thead>
<tbody>
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<td>14.</td>
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</tbody>
</table>

Job site visit information:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Job Description

Student name

Business name

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

JOB TITLE: 

OVERALL JOB DESCRIPTION (Described in general terms what is it that you have been hired to do.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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 ____________________
Establishing Learning Objectives

A learning objective is a statement which describes a result the student is interested in accomplishing during the COOP enrollment period.

1. Describe the learning experience in one of the three areas
   a. Work
   b. Education
   c. Personal development

2. Learning Objectives are included in one of the following categories
   a. **Career orientation and routine duties:** Objectives that include specific improvement in accomplishing the day-to-day functions of the job.
   b. **Problem-solving or skill acquisition:** These objectives interpret specific problems or challenges at the job site and with measurable result.
   c. **Skill application:** These objectives apply or test classroom knowledge in the work environment.
   d. **Personal:** Objectives that involve human relations situations that can have a measurable outcome.
   e. **Job implementation or new assignment:** Objectives 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. The student should take a fresh look at their place of employment. Walk around and observe everything that is happening, equipment available, employees, the physical environment, attitudes, and other employment situations. Consider university studies and career goals while deciding objectives and the related assignment.
   b. Using the “Learning Objective Scratch Sheet” (pg 12) write out ideas including:
      i. Ideas of a general nature
         1. Career orientation
         2. Routine duties
      ii. Ideas that are new, but apply to your present or future interest
      iii. Ideas the student/employee may know but need more practice
      iv. Human relation skills
         1. Public interaction
         2. Employee interactions
         3. Personal areas of improvement
      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 employer:
5. Qualities of a good objective:
   a. Should be stated in terms of results you intend to achieve
   b. Use understandable language
   c. Avoid acronyms or technical jargon
   d. Be specific, reasonable, achievable and measurable within the semester time limit

Examples:

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will learn how to use my company’s computer system.</td>
<td>By December 15th I will be able operate the company software efficiently.</td>
</tr>
<tr>
<td>I will evaluate the effectiveness of my company’s advertising.</td>
<td>By March 15th, I will create, produce, distribute and analyze a customer survey related to the company’s advertising campaign.</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-term, I will list the forty most common medications I observe being prescribed to patients and research the chemical composition of each.</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 conversational techniques and briefly describe each in a notebook. I will record the reactions of grouchy people to each technique and report by May 5th.</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 findings 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 1st, 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 throwing a ball into board with holes.</td>
</tr>
</tbody>
</table>
Learning Objective Worksheet

Instructions: Use this work sheet 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:

1. Objective
   What will I do?

2. Steps
   How will I meet the objective?

3. Measure
   How will I prove I accomplished my objective?
Learning Objective

Student Name __________________________________________________________

Instructors Name _______________________________________________________  

Write your objectives, the steps necessary to accomplish them, the method you will use to measure your progress, and the estimated of time to accomplish the objective. You must have 2 objectives for each credit hour. Makes copies for the number of objectives needed.

Learning Objective #: __________________

By ___________________________ I will _________________________________

______________________________________________________________________

______________________________________________________________________  

______________________________________________________________________

 Estimate Hours  
To Complete Objective ______________

Steps To Accomplish Objective:

1. _____________________________________________________________________

2. _____________________________________________________________________

3. _____________________________________________________________________

Method of Measurement (How to report success to instructor)

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
Learning Objective Completion

Student Name: ____________________________________________________________

Instructors Name: ________________________________________________________

Write your objectives, the steps necessary to accomplish them, the method you will use to measure your progress, and the estimated time to accomplish the objective. You must have 2 objectives for each credit hour. Makes copies for the number of objectives needed.

Learning Objective #:  □

Steps Taken to Accomplish Objective:

1. □

2. □

3. □

Show how you accomplished your objective. Attach any needed documents

□

□

□

□
Job Description and Learning Objective Employer Sign-Off

Attach this to your job description and number of objectives required for the number of credits you are taking and have your employer and faculty instructor sign:

We the undersigned, agree with the validity of the job description and learning objectives listed. The employer and the university agree to provide the necessary supervision and counseling to ensure 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 COOP 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 Signature           Date

_________________________  ____________________________
Supervisor Signature        Date

_________________________  ____________________________
Instructor Signature        Date
Related Assignment

The related assignment is meant to enrich your learning goals and or your life goals. Choose assignments that will advance your:

- Career opportunities
- Understanding of career opportunities
- Knowledge of yourself
- Increase your interpersonal skills
- Increase your technological skills
- Etc.

This assignment should take a minimum of 10 hours to complete. Each step should be clearly defined and documented to show the corresponding time spent.

A related assignment can be in one of the following related areas or other as decided between you and your instructor:

- Work
- Personal discovery
- Career
- Skills

A combination of at least at three the following components should be part of the assignment.

- Selected readings
- Interviews or observations
- Surveys
- Lab experiments
- Research
- Reports
- Assessments
- Reflections
## Related Assignment Worksheet

<table>
<thead>
<tr>
<th>Assignment details</th>
<th>Hours spent (10-30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By __________(date), I will</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Total Hours</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty Signature</th>
<th>Date:</th>
</tr>
</thead>
</table>
Employer Beginning-Term Student Evaluation

Student _______________________________

Employer/Supervisor _______________________________

Name of Business ___________________________ Telephone _______________

EMPLOYER/ SUPERVISOR: Please evaluate the student’s performance in each of the following areas and return to student or Diana Maughan, Assistant Director of Career Services.

diana.maughan@dixie.edu.

<table>
<thead>
<tr>
<th>ITEM A:</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Needs Improvement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General personal appearance</td>
<td></td>
<td></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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<tr>
<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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<tr>
<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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<tr>
<td>18. Career potential</td>
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<tr>
<td>19. Accuracy</td>
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<td>20. Neatness of work</td>
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</tbody>
</table>

ITEM B: List areas of outstanding ability

ITEM D: List areas that need improved performance.

Employer/ Supervisor signature ___________________________
Weekly Report

Student’s name__________________________________________________________

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: _____________
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 student or Diana Maughan, Assistant Director of Career Services. diana.maughan@dixie.edu.

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

ITEM B:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above averag</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>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 C: Please review the objectives previously established by the student and give overall comments on how well the student has met those objectives.

Employer/ Supervisor signature ____________________________
Final Review and Evaluation
(Student Self-Evaluation)

Student________________________________________________________

Employer/Supervisor____________________________________________

Faculty Instructor-Coordinator____________________________________

Provide a brief analysis of your experience. Start with what grade you think you earned then explain why you feel you deserve this grade using the items below. Create a separate document no more than one page double spaced and attach it to this sheet.

ITEM A: Describe your learning objectives and related assignment(s)

ITEM B: Describe how you feel you have grown from said learning objectives and related assignment(s)

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

ITEM C: What personal weaknesses did you see from your experience in the COOP Education Program?

Student Signature______________________________________________

Date __________________________________________________________