



COOPERATIVE WORK EXPERIENCE
LEARNING OUTCOMES

STUDENT NAME

STUDENT ID #

TERM

SITE (COMPANY NAME)

SITE SUPERVISOR (FIRST & LAST NAME)

STUDENT INSTRUCTIONS:

Beginning of CWE: Determine 3-5 learning outcomes that are agreed upon by your site supervisor and faculty advisor. Get the required signatures on page 2 and turn this form in to the CWE Program Manager.

End of CWE: You will be evaluated on how well you achieved your learning outcomes and workplace skills. Complete a self-evaluation (student rating section below). Have your site supervisor evaluate your performance (supervisor rating section below). Turn this completed form in to the CWE Program Manager for grading.

SITE SUPERVISOR INSTRUCTIONS:

Beginning of CWE: Assist the student and faculty advisor with identifying 3-5 learning outcomes.

End of CWE: Evaluate the student on how well they achieved their learning outcomes and workplace skills. **Please sign on page 2 to verify completion of performance evaluation.**

EVALUATION RATING:

4= excellent 3= good 2= satisfactory 1= needs development 0= unsatisfactory n/a= not applicable

Learning Outcomes Learning outcomes should be realistic and specific. They must tell <i>What</i> is to be accomplished, <i>How</i> , by <i>When</i> , and <i>How Measured</i>		Performance Evaluation <i>(use 0-4 ratings)</i>		
		Student Self-Rating	Site Supervisor Rating	Faculty Advisor Rating <small>(if applicable)</small>
1.				
2.				
3.				
4.				
5.				

EVALUATION RATING:

4= excellent 3= good 2= satisfactory 1= needs development 0= unsatisfactory n/a= not applicable

Workplace Skills Outcomes

Student agrees to abide by these and will be evaluated on them at the end of the CWE by the site supervisor.

		Student Self-Rating	Site Supervisor Rating
1.	Time Management: <ul style="list-style-type: none"> • Complete jobs on time • Look for work to do • Prioritize appropriately • Quantity of work 		
2.	Interpersonal Relations: <ul style="list-style-type: none"> • Cooperate with supervisors & colleagues • Work well with others • Accept suggestions • Have a positive attitude • Seek to understand 		
3.	Attendance: <ul style="list-style-type: none"> • Be on time to work and remain until hours are completed • Alert supervisor if absent or late for work hours and/or work-related tasks • Dependability & reliability 		
4.	Appearance: <ul style="list-style-type: none"> • Dress appropriately for the workplace • Exhibit cleanliness and good hygiene 		
5.	Problem Solving <ul style="list-style-type: none"> • Adapt to work conditions • Follow through (diligence & persistence) • Look for ways to improve, alert to new methods • Ability to learn 		
6.	Work Ethic <ul style="list-style-type: none"> • Follow rules and all directions • Work independently / Initiative (works without instructions) • Be accurate and careful • Quality of work • Motivation & interest 		

STUDENT SIGNATURE (Beginning of CWE)

DATE

FACULTY ADVISOR SIGNATURE (Beginning of CWE)

DATE

CWE PROGRAM MANAGER SIGNATURE (Beginning of CWE)

DATE

SITE SUPERVISOR SIGNATURE
(Beginning of CWE) Verifies initial receipt of Learning Outcomes

DATE

**EVALUATION OF
COOPERATIVE WORK EXPERIENCE STUDENT (continued)**

EQUIPMENT USED IN THE WORKPLACE: _____

DID THE STUDENT MEET HER/HIS LEARNING OUTCOMES FOR THE TERM? (See Learning Agreement)

WHAT ARE THE STUDENT'S STRENGTHS?

IN WHAT AREAS DOES THE STUDENT NEED TO IMPROVE?

WOULD YOU RECOMMEND THIS STUDENT FOR AN ENTRY LEVEL POSITION IN THIS FIELD? Yes ____ No ____.

SITE SUPERVISOR SIGNATURE

(End of CWE) Verifies completion of Performance Evaluation

DATE