

Utah State University

Cooperative Education Internship Agreement

Student Name _____ Major _____ A# _____

On-Campus E-mail: _____ Office E-mail _____

Street Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Course Number _____

Faculty Co-op Coordinator Name _____ Campus Phone _____

Company/Business _____ Immediate Supervisor's Name _____

Work Address _____ City _____ State _____ Zip _____

Rate of Pay _____ Hours worked weekly _____ Supervisor's Work Phone _____

Semester Enrolled: Fall Spring Summer Year _____

Work Schedule: _____
 Monday Tuesday Wednesday Thursday Friday

Statement of Student's Learning Objectives

You will be required to establish five learning objectives for the specified grading period. The learning objectives must be originated by you, the student, approved by the employer/supervisor, and reviewed by the department faculty co-op coordinator for validity and relative value with all parties in agreement.

ATTACH A COPY OF YOUR 5 LEARNING OBJECTIVES TO THIS FORM

Agreement

We, the undersigned, agree with the validity of the learning objectives listed above (or attached). The employer and the college agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved from the student work experience. The student agrees to abide by the cooperative education guidelines as outlined in the Student Manual. The supervisor will evaluate the student's learning objectives and work performance at the end of the grading period. The university will award academic credit for successful accomplishment of the objectives in the cooperative education student manual.

Student

date Work Supervisor

date Faculty Coordinator

date

Student Name _____

form 2

Employer Evaluation of Learning Objectives

Instructions - Read Carefully

Please rate the employee according to how well he/she achieved each learning objective according to the following rating scale:

1 = Failed to meet minimum requirements

2 = Limited accomplishment

3 = Average or expected accomplishment

4 = Exceeds average performance

5 = Unique or outstanding performance

Please write/type learning objectives below or attach a sheet listing objectives.

Learning Objectives	Rating
1	
2	
3	
4	
5	

Supervisor's Signature _____ Date _____

Employer Evaluation of Student Performance

Instructions - Read Carefully

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of this employee by placing a **X** on the phrase in the block which seems best to fit the employee. If you can't make up your mind between two phrases, place your **X** in the narrow space between two blocks. Please follow instructions carefully.

1. Use your own independent judgment.
2. Disregard your general impression of the employee and concentrate on one factor at a time.
3. When rating an employee, call to mind instances that are typical of his/her work and way of acting. Do not be influenced by UNUSUAL SITUATIONS which are not typical.
4. Make your rating with the utmost care and thought be sure it represents a fair and square opinion. **DO NOT ALLOW PERSONAL FEELING TO GOVERN YOUR RATING.**
5. After you have rated the employee on all factors, write at the bottom of the sheet any additional information about the employee which you feel has not been covered by the rating report, but which is essential to a fair appraisal.

Knowledge of work	Practically none	Below average	Acceptable knowledge	Somewhat above average	Well informed	Extremely well informed
Effect on Workers	Often breeds trouble and dissatisfaction	Sometimes causes dissension	No outstanding effects on co-workers	Better than average	Promotes cooperation and good will	Outstanding for loyalty and cooperation
Promptness	Always tardy	Must be reminded occasionally	Usually prompt	Never late without good excuse	Almost never late	Always prompt
Responsibility	Careless and negligent	Not very reliable	Accepts responsibility when asked	Accepts responsibility w/o being told	Accepts responsibility Above Average	Exceptionally reliable
Accuracy	Is highly inaccurate	Is often inaccurate	Makes occasional errors	Somewhat above average	Rarely makes mistakes	Never makes mistakes
Quantity of Work	Amount of work unsatisfactory	Turns out just enough To get by	Turns out fair amount	Always finishes allotted amount	Turns out more than average amount	Consistently outputs unusually large amount
Initiative	Must always be told what to do	Needs considerable supervision	Needs direction and help in some cases	Needs little supervision	Pushes work through on own initiative	Always finds extra work to do
Application	Indifferent and lazy	Tendency toward indifference	Average application	Interested and diligent	Puts extra effort into work	Works continuously and enthusiastically
Possibilities for promotion	None	Lacks some necessary traits	Good enough for present job	Improving self through study	Has great future possibilities	Is promotable now
Ability to handle public	Difficult personality	Likely to antagonize people	Hesitant and diffident	Pleasant and courteous	Ingenious and tactful	Unusual personality and aptitude

Overall Rating: Excellent Very Good Average Marginal Poor

Has this evaluation been discussed with the student? Yes No

Additional Information: _____

Supervisor Signature _____ Date _____

Student Name _____

form 4

Student Evaluation of Learning Objectives

Instructions - Read Carefully

Please rate the employee according to how well he/she achieved each learning objective according to the following rating scale:

1 = Failed to meet minimum requirements

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3 = Average or expected accomplishment

4 = Exceeds average performance

5 = Unique or outstanding performance

Please write/type learning objectives below or attach a sheet listing objectives.

Learning Objectives	Rating
1	
2	
3	
4	
5	

Student's Signature _____ Date _____

Student Evaluation of Student Performance

Instructions - Read Carefully

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of this employee by placing a **X** on the phrase in the block which seems best to fit the employee. If you can't make up your mind between two phrases, place your **X** in the narrow space between two blocks. Please follow instructions carefully.

- Use your own independent judgment.
- Disregard your general impression and concentrate on one factor at a time.
- When rating an yourself, call to mind instances that are typical of your work and way of acting. Do not be influenced by UNUSUAL SITUATIONS which are not typical.

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Overall Rating: Excellent Very Good Average Marginal Poor

Time and Work Verification

In order to justify credit awarded, each student must verify the total number of hours worked. Complete the following:

Rate of Pay _____ Total Hours Worked _____ Total Wages Earned _____

Student Signature: _____ Date: _____

Confidential Student Evaluation of the Work Experience

Please type or print your responses to the following questions regarding your work experience during this past work period. Make additional comments if you wish. The purpose of the form is to provide opportunity for frank appraisal of the job location in the interests of the employer and future students.

Criteria	Excellent	Good	Average	Poor	Very Poor	No Observation
1. Work experience relates to field of study						
2. Adequacy of employer supervision						
3. Helpfulness of supervisor						
4. Cooperativeness of fellow workers						
5. Opportunity to use academic learning						
6. Opportunity to develop human relations skills						
7. Provided levels of responsibility consistent with student ability and growth						
8. Opportunity to develop communication skills						
9. Opportunity to develop creativity skills						
10. Opportunity to solve problems						
11. Opportunity to develop critical thinking skills						
12. Helpfulness of faculty coordinator						
13. Overall evaluation of Co-op experience						

14. Did you share this evaluation with your employer/supervisor? Yes No
15. Would you work for this organization again? Yes No
16. Would you recommend the Cooperative Education Internship Program to other students? Yes No
17. List ways you have benefited from this experience.

18. What did you learn about yourself, personally, as a result of this experience?

19. If you were to make one suggestion to improve the Cooperative Education Internship Program, what would it be?

20. Additional Comments:

Please email your responses to donna.crow@usu.edu or turn this form in with your final report.

Student Name _____ Student ID _____ Date _____

Major _____ Faculty Co-op Coordinator _____

Company/Business _____ Immediate Supervisor's Name _____

Work Address _____