



COOPERATIVE EDUCATION PROGRAM
SCHOOL OF ENGINEERING
UNIVERSITY OF PUERTO RICO - MAYAGUEZ CAMPUS



SUPERVISORY EVALUATION OF COOPERATIVE STUDENT

Student Name:	Department: _____ Elect _____ Comp
Immediate Supervisor or Evaluator Name:	
Company:	
Division/Section:	
Work Period - From:	To:

INSTRUCTIONS: Based on the following rate scale and questions, the coop student's immediate supervisor should evaluate the student's work performance. Students should be judged on their performance at their present level of development (i.e. Compare to other COOPs). The last column, "NA" is to be used in case that the question does not apply to your company.

1 - Excellent	2 - Very Good	3- Good	4- Average	5 -Unsatisfactory					NA
RATING OF STUDENT PERFORMANCE OF TASKS									
				1	2	3	4	5	
Accepts and follows directions									
Works as a team member									
Wins the respect and confidence of others in performance of assigned tasks									
Is self-starting on work assignments									
Organizes and completes assignments in a timely manner									
Amount of work produced									
Demonstrates interest in assigned career field									
Communicates in writing									
Communicates orally									
Analyzes problems									
Performs research and applies rules and procedures									
Deals with new and different tasks									
Makes sound decision and recommendations									
OVERALL EVALUATION OF STUDENT PERFORMANCE									
Identify any relevant tasks performed by the student which were important to complete his/her job. 1. _____ 2. _____ 3. _____									

	YES	NO
Student has maintained a satisfactory attendance record		

Please list Personal/Professional characteristics that will help the student's professional development:

POSITIVE	NEGATIVE

Suggest academic courses to prepare student to target career field:

If appropriate, list planned actions to improve performance or correct deficiencies:

RECOMENDATIONS FOR FUTURE EMPLOYMENT:

A. **For all but** the final assignment:

Do you recommend this student for additional co-op assignments in your Division/Section ? _____ Yes _____ No

B. For the final assignment:

Do you recommend that this student become a permanent employee?
 _____ Yes _____ No

If No, give reasons: _____

This report has been discussed with the student trainee: _____ Yes _____ No

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____