This form must be completed by employer at the end of the student’s work experience.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Major</td>
</tr>
<tr>
<td>Dates of Employment:</td>
<td>Supervisor</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

Describe the essential functions and duties of student’s work assignment:

Considering the student’s academic level and the nature of the work assignment, circle the number in each category which reflects the student’s performance: 1 = Far Above  2 = Above  3 = Meets  4 = Did not meet  5 = Not applicable/did not observe

**JOB PERFORMANCE:**

- **Problem Solving**
  - Identification of problems: 1 2 3 4 5
  - Resolution of problems: 1 2 3 4 5
  - Decision making: 1 2 3 4 5

- **Work Habits**
  - Planning/preparation: 1 2 3 4 5
  - Organization: 1 2 3 4 5
  - Follow through: 1 2 3 4 5
  - Formulating ideas: 1 2 3 4 5

- **Attitude**
  - Learning and applying new concepts: 1 2 3 4 5
  - Motivation: 1 2 3 4 5
  - Cooperation: 1 2 3 4 5
  - Ability to follow instructions: 1 2 3 4 5

Comments:
___________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

**COMMUNICATION:**

- **Verbal**
  - Able to articulate professionally: 1 2 3 4 5

- **Written**
  - Legible: 1 2 3 4 5
  - Grammatically correct: 1 2 3 4 5

- **Listening**
  - Attentive: 1 2 3 4 5
  - Responsive: 1 2 3 4 5

Comments:
___________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

**PERSONAL CHARACTERISTICS**

- Mature: 1 2 3 4 5
- Displayed integrity: 1 2 3 4 5
- Dependable: 1 2 3 4 5
- Self-confident: 1 2 3 4 5
- Team player: 1 2 3 4 5
- Adhered to dress code policy: 1 2 3 4 5
- Punctual: 1 2 3 4 5

Comments:
OVERALL PERFORMANCE: The student’s overall performance can be best described as:

___ Far above
___ Above
___ Meets
___ Does not meet

DESIRED TO HAVE STUDENT RETURN FOR A FUTURE CO-OP ASSIGNMENT: _______ Preferable _______ Not Preferable

ADDITIONAL COMMENTS ON STUDENT’S PERFORMANCE. Cite specific examples which help to define the student’s overall performance rating and which demonstrate the strengths on which the student can build as well as the area in which improvement is needed:

___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

Date evaluation discussed with student: _______________________________

Employer’s Signature: _____________________________________________

Printed Name and Title: _____________________________________________

Student’s Signature: ______________________________________________

This document is the property of Delaware State University and will be maintained in the Cooperative Education Office throughout the student’s undergraduate program. This document will not be disclosed to an outside party without written authorization from student. The student and other school officials (including faculty) designated to counsel and advise student may review student evaluations.