

COOPERATIVE EDUCATION

Lane Community College

Student Self Evaluation - 1

Complete this form if you are a traditional co-op/intern student.

Name _____

Date _____

Employer _____

1. What were the key skills, insights or ideas you gained at your Co-op site this term? Your answer can include any or all of the following: 1) Things you learned that were new to you, 2) things that you had knowledge of prior to your Co-op and in which you were able to increase your skills/abilities, 3) learning related to the organization/company for which you work, and/or 4) increased understanding of your occupation or field.

2. What are things you have done particularly well, or are especially proud of?

3. What could you have done better or areas where you could improve?

4. Please rate yourself in the following categories as they apply to your Co-op placement.

| | |
|--|---|
| KEY: 5=OUTSTANDING 4=VERY GOOD 3=AVERAGE 2=MARGINAL 1=UNSATISFACTORY N/A=NOT APPLICABLE | |
| <p>Quality of Work</p> <p><input type="checkbox"/> Produces acceptable work, is accurate and thorough</p> <p><input type="checkbox"/> Demonstrates progress in developing job specific skills</p> <p><input type="checkbox"/> Performs duties in a timely and professional manner</p> <p><input type="checkbox"/> Looks for ways to improve, shows initiative</p> <p><input type="checkbox"/> Readily identifies problems and /or errors then makes corrections and/or finds solutions</p> <p><input type="checkbox"/> Deals with routine tasks efficiently</p> | <p>Communication Skills</p> <p><input type="checkbox"/> Accepts and responds appropriately to feedback and suggestions</p> <p><input type="checkbox"/> Demonstrates ability to communicate effectively with co-workers, supervisors, managers and clients</p> <p><input type="checkbox"/> Works well with co-workers; contributes to team effort</p> <p><input type="checkbox"/> Understands and follows instructions</p> <p><input type="checkbox"/> Respects and works effectively with diverse people</p> |
| <p>Professionalism/Work Ethic</p> <p><input type="checkbox"/> Manages time in an effective and appropriate way</p> <p><input type="checkbox"/> Consistently follows through on tasks</p> <p><input type="checkbox"/> Performs effectively under pressure</p> <p><input type="checkbox"/> Demonstrates appropriate job-specific reading, writing and information skills</p> <p><input type="checkbox"/> Uses technology competently, selecting tools appropriate to the task</p> <p><input type="checkbox"/> Attends regularly, arrives on time and arranges lateness/time off in advance</p> <p><input type="checkbox"/> Dress and grooming appropriate for job</p> | <p>Overall Performance – mark with an “X”</p> <p><input type="checkbox"/> OUTSTANDING</p> <p><input type="checkbox"/> VERY GOOD</p> <p><input type="checkbox"/> AVERAGE</p> <p><input type="checkbox"/> MARGINAL</p> <p><input type="checkbox"/> UNSATISFACTORY</p> |

5. What advice would you give to a new Co-op student? In other words, what would you have liked to know when you started Co-op?

6. Choose what you believe you earned for a grade from the following choices: _____

A A- B+ B B- C+ C C- D+ D D- F N/C Incomplete

Please Explain: