COOPERATIVE EDUCATION
STUDENT EVALUATION FORM

Date: - - - - - - D M Y

Student Name: ______________________________________________________

Study programme and year level (insert X)

☐ International Business ☐ Freshman
☐ Information Technology ☐ Sophomore
☐ International Hospitality and Service Management ☐ Junior

Which co-op block is this for you (insert X)?

☐ 1st ☐ 2nd ☐ 3rd

Is this co-op your 2nd, 3rd or 4th block with the same employer (insert X)?

☐ Yes ☐ No

Student Signature: ______________________________________________________

Employer name: ______________________________________________________

Wage: _______ ☐ per hour ☐ per month

Start Date of co-op placement - - 2017/18
End Date of co-op placement - - 2017/18

Supervisor name: ______________________________ Signature:____________________

Company Stamp
Introduction and Purpose

Congratulations on completing your co-op! We hope you've had a positive and productive experience.

The purpose of this evaluation is to provide you with an opportunity to reflect on your co-op activities and to give your assessment of your own performance and learning outcomes.

Co-op Report Guidelines

✔ All questions on the cooperative education report have to be answered, otherwise the report will not be accepted and you will not receive a satisfactory grade.
✔ The cover page has to be filled out properly and completely.
✔ The co-op report has to be signed by your supervisor (front page only).

Co-op Report Composition

The co-op evaluation report consists of four main categories:

1. General co-op information
   ✔ Specific nature of the business and your work position.
   ✔ Basic information about the employer.
   ✔ Assessment of the employer’s contribution to your co-op activities.

2. Main co-op responsibilities
   ✔ Your specific day-to-day responsibilities and activities.
   ✔ Duties you took on /were assigned beyond the standard job description.
   ✔ Most and least challenging tasks during the co-op placement.
   ✔ Assessment of the opportunity and the extent to which your academic program prepared you for various work related situations.

3. Learning opportunities
   ✔ Basic work skills.
   ✔ Estimation of total time spent in different activities
   ✔ Hardware environments used.
   ✔ Software environments used.

4. Evaluation of co-op experience
   ✔ Overall co-op assessment.
1. GENERAL CO-OP INFORMATION

☐ Specific nature of the business and your work position.
   a) Briefly describe where you worked/for how long.

b) Briefly describe the position of your immediate supervisor.

c) Briefly describe your job responsibilities during the co-op.

☐ Basic information about the employer.
   a) Give an overview of the organization’s size and structure.

b) List core business(es) of the company, identify major customers, products/services.

c) Outline some of the employer’s key goals and challenges.
d) Identify major competitors and evaluate how the organization is doing relative to them.

Assess the extent to which you agree with the following items regarding your employer's contribution to your co-op activities.

<table>
<thead>
<tr>
<th>Provided and explained the priorities and objectives for my work assignment.</th>
<th>5 4 3 2 1 N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided a work experience that was educationally meaningful and challenged my abilities.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Assigned additional responsibilities consistent with my growth on the job.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Assisted me in developing effective relationships with co-workers.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Provided me with appropriate feedback relative to my performance and professional development.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Was reasonable, sincere, and fair.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Was approachable and willing to provide me with necessary support and guidance.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Provided me with a satisfactory work experience.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
</tbody>
</table>

2. MAIN CO-OP RESPONSIBILITIES

Briefly describe your work duties, outline specific responsibilities or projects with which you were involved. Make sure to cover the following:

- Your specific day-to-day responsibilities/activities.
- Duties you took on / were assigned beyond the standard job description.
- Define most and least challenging tasks during the co-op placement.
Assess the extent to which your work experience provided you with the opportunity to accomplish the items below. Also, please assess the extent to which your academic program prepared you for the items below, and check the box if you feel your abilities were enhanced as a result of this co-op.

<table>
<thead>
<tr>
<th>Demonstrate <strong>programming/scripting</strong> skills.</th>
<th>5=Extensive, 3=Moderate, 1=Minimal</th>
<th>5=Excellent, 3=Average, 1=Poor</th>
<th>Enhanced by Co-op?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design/implement <strong>database applications.</strong></td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td>Address <strong>security/information</strong> assurance issues.</td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td>Implement/maintain <strong>networking/systems infrastructure.</strong></td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td>Design/implement <strong>web-sites.</strong></td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td><strong>Communication:</strong> make formal presentations and prepare written reports, communicate effectively through written and verbal communication.</td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td><strong>Teamwork/Collaboration:</strong> Work effectively with diverse individuals and team members.</td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td><strong>Learning:</strong> Learn new information and skills and develop new abilities.</td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
<tr>
<td><strong>Self-Reflection:</strong> Recognize own strengths and weaknesses and utilize constructive feedback to improve performance.</td>
<td>5=Extensive, 3=Moderate, 1=Minimal</td>
<td>5=Excellent, 3=Average, 1=Poor</td>
<td>Y N</td>
</tr>
</tbody>
</table>
Identify/Analyze: Analyze and identify user needs/tasks.  

|  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|
|  | Y | N |
| Knowledge: Apply your knowledge of business and other related area. Integrated the knowledge gained from your courses. | 5 4 3 2 1 None | Y | N |
| Creativity: Applied innovative solution to transform a creative idea to a new product, process or service. | 5 4 3 2 1 None | Y | N |

3. LEARNING OPPORTUNITIES

Describe how this co-op has helped you in improving:

Basic Work Skills

☐ Cover the following areas: complying with company’s standards (*Reporting to work as scheduled and on time; dressing appropriately for work; respecting any given company policies and working with relevant procedures and programs*).

Estimate the percentage of your total time spent in each of the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>5=100%-80%, 3=60%-40%, 1=20%-0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>User/task analysis.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>System/information design.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>Programming/scripting.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>Web site/interactive media development.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>Game design/development.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>Database design/development.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>HCI</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>Testing/QA.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>System administration.</td>
<td>5 4 3 2 1 None</td>
</tr>
<tr>
<td>Network administration.</td>
<td>5 4 3 2 1 None</td>
</tr>
</tbody>
</table>
### User Support/Training

<table>
<thead>
<tr>
<th>5 4 3 2 1 None</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User support/training.</strong></td>
</tr>
</tbody>
</table>

**Other**

(please explain)

| 5 4 3 2 1 None |

### Indicate the Hardware Environment(s) Used in Your Work:

| Windows PC. | Y | N |
| Unix/Linux Machine. | Y | N |
| Macintosh. | Y | N |
| Game Console Development Kit. | Y | N |
| Mainframe | Y | N |
| **Other** | Y | N |

### Indicate the Software Environment(s) Used in Your Work:

| Java | Y | N |
| C++ | Y | N |
| C | Y | N |
| Visual basic | Y | N |
| .NET | Y | N |
| Oracle | Y | N |
| SQL Server | Y | N |
| MySQL | Y | N |
| MS/Access | Y | N |
| Flash | Y | N |
| Director | Y | N |
| HTML | Y | N |
| CSS | Y | N |
| Javascript | Y | N |
| XML | Y | N |
| AJAX | Y | N |
| SOAP | Y | N |
| Perl | Y | N |
| PHP | Y | N |
| ASP | Y | N |
| JSP/JSF/Struts | Y | N |
| J2EE | Y | N |
| Java Beans | Y | N |
| Apache/Tomcat/SunApp/WebSphere | Y | N |
During your placement you will be given the opportunity to contribute to / observe the organization’s approach to problem solution. Think of different situations and provide the specific examples that have helped you to strengthen problem solving skills: name situations where you identified the problem and presented it to your mentor with logical arguments and clear recommendations.

4. EVALUATION OF CO-OP EXPERIENCE

When evaluating your co-op experience, please make sure to elaborate the following areas:

- Contributions that the co-op placement had towards your career development, goals, and growth: How has this work experience influenced your thinking concerning your future career plans/coursework at RIT Croatia?

- Integration of coursework: What courses taken prior to this co-op experience were the most helpful to you in this position and why? Was there a course(s) that could have prepared you better for this co-op- please discuss. What skills do you want to acquire before your next co-op? What additional knowledge would have made you a more valuable co-op employee.

- Describe the negative experiences, both personal and professional related to this co-op assignment.
Describe the positive experiences, both personal and professional related to this co-op assignment.

Your assessment of how the co-op could be improved for others (any ideas for better organizational structure).

Overall evaluation of the co-op experience: Please assess the extent to which you agree with the following items with regard to your overall evaluation of the co-op experience.

<table>
<thead>
<tr>
<th>Statement</th>
<th>5=Strongly Agree, 3=Neutral, 1=Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The work assignment met my expectations</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>The work assignment helped me further develop my management and leadership skills.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>The work assignment enhanced my overall education at RIT.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>I would recommend this employer/co-op to other co-op students.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Overall, I'm very satisfied with this work experience.</td>
<td>5 4 3 2 1 N/A</td>
</tr>
</tbody>
</table>