



Monte Ahuja College of Business

INFORMATION SYSTEMS

IS COOPERATIVE EDUCATION ASSESSMENT OF STUDENT'S PROFESSIONAL DEVELOPMENT

The Purpose of CSU's Cooperative Education Program is to extend a student's education beyond the academic curriculum by providing a structured sequence of progressively more challenging field experiences that include opportunities for applied learning in environments related to the student's goals for career development.

The person who supervises the student on assignment assumes an important role in the student's learning experience by providing feedback to the individual on their performance level with specific suggestions for personal and professional growth. In this way the Site Supervisor, the Cooperative Education Coordinator and the academic program form an effective co-counsel in assisting the student to reach their professional objectives. To support this relationship, we suggest the Site Supervisor share the results of this assessment with the student.

SECTION I: DEMOGRAPHIC INFORMATION

Name of Student Being Assessed _____

Company Name _____

Site Supervisor's Name _____ Phone # _____

Location of Assignment: Street Address _____

City _____ State _____ Zip Code _____

Department/Division _____

Date of Assignment: From _____ To _____

Please describe the essential functions and duties of the student's assignment with your organization _____

Rate of pay at beginning of period _____

Latest change in rate of pay was from \$ _____ to \$ _____ effective as of this date _____

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MONTE AHUJA COLLEGE OF BUSINESS · IS CO-OP

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SECTION II: PROFESSIONAL/PERSONAL DEVELOPMENT

For the individual student being evaluated, please give each statement a numerical value based upon the following:

- 5:** Outstanding **4:** Above Average **3:** Average **2:** Need for Improvement that merits attention
- 1:** Significant need for improvement that needs to be discussed with student
- N:** Statement does not apply or is not appropriate to the position or level of functioning expected of the student

Evaluative Statement	Numerical Value
1. Open to learning from supervisor and co-workers	
2. Cooperation is shown in working relationships with other staff members	
3. Effort is made to be accepted by overall staff.	
4. Can work effectively with a wide range of people within the organization. (i.e. support staff, production people, management, and clients)	
5. Takes the initiative to make decisions after seeking input from supervisor/staff members.	
6. Is able to keep supervisor informed of work progress and process.	
7. Displays enthusiasm, diligence and interest in work assignments.	
8. Is dependable and reliable in work tasks and level of performance.	
9. Possesses time management skills.	
10. Is able to set priorities for work yet respond to departmental needs.	
11. Can apply academic learning to work assignments.	
12. Possesses sufficient technical ability to accomplish work tasks.	
13. Can process constructive criticism in an objective manner and act upon it.	
14. Shows initiative in follow-through with work assignments.	
15. Can assume a leadership role when appropriate.	
16. Is appropriate in dress and grooming.	
17. Is conscientious in maintaining work schedule, hours and starting time.	
18. Is able to work within a group effort.	

Comments _____



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SECTION III: PROFESSIONAL TRANSITION

1. Knows and respects organizational structure and protocol.
2. Has awareness and interest in organizational objectives, goals and policies.
3. Is comfortable within the corporate/organizational culture.
4. Can adjust self-interest to organizational interest.
5. Represents the organization with positive enthusiasm and attitude.

Comments _____

This assessment has been discussed with the student: Yes No

Student's Signature _____ Date _____

Employer's Signature _____ Date _____

CONFIDENTIALITY OF INFORMATION:

This evaluation constitutes a confidential assessment that will be used for counseling purposes only and will thereafter become part of the student's confidential permanent record. In the event the Cooperative Education Program is contacted (in the future) by prospective employers for the purpose of obtaining personal or professional references for a student based upon their Cooperative Education assessment they can be told ONLY the place and dates of the student's assignment. As always, we thank you for your cooperation and value your participation in Cleveland State University's Cooperative Education Program!

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