

**NORTH CAROLINA STATE UNIVERSITY
COOPERATIVE EDUCATION PROGRAM**

Campus Box 7303, 919-515-2300

STUDENT WORK REPORT AND ADVISER'S EVALUATION

Date _____ Class _____ Major _____ ID# _____

Name _____ Employer _____

Supervisor _____

Supervisor's Tel. _____

Semester: Fall Spring Summer

Year: _____

Wages/per hour: \$ _____ . _____

STUDENT:

Please complete the self-assessment on page two and read the directions for preparing your work report before meeting with your academic adviser.

ACADEMIC ADVISER:

Please evaluate this co-op experience based on the student's work report and your discussions with the student by clicking on the appropriate box for each of the following criteria:

<p>ATTITUDE TOWARD WORK</p> <p><input type="checkbox"/> Outstanding interest</p> <p><input type="checkbox"/> Very interested</p> <p><input type="checkbox"/> Average interest</p> <p><input type="checkbox"/> Somewhat indifferent</p> <p><input type="checkbox"/> Not interested</p>	<p>INITIATIVE</p> <p><input type="checkbox"/> Proceeds well on own</p> <p><input type="checkbox"/> Usually independent</p> <p><input type="checkbox"/> Does all assigned work</p> <p><input type="checkbox"/> Hesitates</p> <p><input type="checkbox"/> Very hesitant</p>	<p>COMMUNICATION SKILLS</p> <p><input type="checkbox"/> Superior level</p> <p><input type="checkbox"/> Above Average</p> <p><input type="checkbox"/> Average</p> <p><input type="checkbox"/> Below average</p> <p><input type="checkbox"/> Has trouble communicating</p>
<p>APPLIED KNOWLEDGE FROM CLASSES</p> <p><input type="checkbox"/> Most of the time</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Occasionally</p> <p><input type="checkbox"/> Infrequently</p> <p><input type="checkbox"/> Not at all</p>	<p>RELATION OF THE WORK TO THE MAJOR</p> <p><input type="checkbox"/> Completely related</p> <p><input type="checkbox"/> Very well related</p> <p><input type="checkbox"/> Somewhat related</p> <p><input type="checkbox"/> Mostly unrelated</p> <p><input type="checkbox"/> Not related at all</p>	<p>VALUE OF THE CO-OP WORK EXPERIENCE</p> <p><input type="checkbox"/> Extremely valuable</p> <p><input type="checkbox"/> Very valuable</p> <p><input type="checkbox"/> Of average value</p> <p><input type="checkbox"/> Of little value</p> <p><input type="checkbox"/> Of no value whatsoever</p>

Signature of Academic Adviser: _____

STUDENT SELF ASSESSMENT AND WORK REPORT

Please indicate your college, semester, and year:

- | | | |
|--|---|--|
| <input type="checkbox"/> Agriculture & Life Sciences | <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Sciences |
| <input type="checkbox"/> Design | <input type="checkbox"/> Humanities & Social Sciences | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Education | <input type="checkbox"/> Management | <input type="checkbox"/> Veterinary Medicine |
| <input type="checkbox"/> Engineering | | |

Semester: Fall Spring Summer Year: _____

In evaluating your work experience, please **RATE YOURSELF** by clicking on the appropriate box indicating your response to each of the criteria below and prepare a work report, of at least two printed pages in length.

ATTITUDE TOWARD WORK <input type="checkbox"/> Outstanding interest <input type="checkbox"/> Very interested <input type="checkbox"/> Average interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Not interested	ABILITY TO LEARN <input type="checkbox"/> Learned exceptionally well <input type="checkbox"/> Learned work readily <input type="checkbox"/> Average learner <input type="checkbox"/> Slow to learn <input type="checkbox"/> Very slow to learn	DEPENDABILITY <input type="checkbox"/> Completely <input type="checkbox"/> Above average <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Unreliable
INITIATIVE <input type="checkbox"/> Proceeds well on own <input type="checkbox"/> Usually independent <input type="checkbox"/> Does all assigned work <input type="checkbox"/> Hesitates <input type="checkbox"/> Very hesitant	QUALITY OF WORK <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor	TEAMWORK <input type="checkbox"/> Exceptional contribution <input type="checkbox"/> Above average contribution <input type="checkbox"/> Average contribution <input type="checkbox"/> Below average contribution <input type="checkbox"/> Counterproductive
COMMUNICATION SKILLS <input type="checkbox"/> Superior level <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Has trouble communicating	QUANTITY OF WORK <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor	JUDGMENT <input type="checkbox"/> Exceptional <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Often poor <input type="checkbox"/> Usually poor

ATTENDANCE: Regular Irregular PUNCTUALITY: Regular Irregular

THE WORK REPORT: Please prepare a comprehensive two-page report, which documents your co-op experience in the following areas.

1. A description of your job activities and responsibilities. If this is not your first work semester, describe only your new activities or how you have expanded your responsibilities.
2. The relation of your co-op experience to your academic studies.
3. The least and most satisfying aspects of your co-op experience.
4. Any clarification, which you wish to provide regarding your responses to the criteria in the boxes above.

May we place a copy of your work report as a reference in the Co-op Library? Yes No