

**NORTH CAROLINA STATE UNIVERSITY
Cooperative Education Program**

P. O. Box 7110

Raleigh, NC 27695-7110 - Tel. 919.515.2300

GRADUATE STUDENT WORK REPORT AND ADVISER'S EVALUATION

Date _____ Class _____ Major _____ ID# _____

Name _____ Employer _____

Local Address _____ Supervisor _____

_____ Supervisor's Tel. _____

Tel. _____ Semester: Fall Spring Summer

Year: _____

Wages/per hour: \$ ____ . ____

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

Student Self Assessment and Work Report

Please indicate your college by clicking on the appropriate box below:

Agriculture & Life Sciences
Design
Education
Engineering

Natural Resources
Humanities & Soc. Sci
Management

Physical & Mathematical Sciences
Textiles
Veterinary Medicine

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

Signature of student _____ Date _____

The above identified student has discussed their Co-op work report with me.

Signature of Academic Adviser _____ Date _____