

Supervising Record Form

To Be Filled Out by the University Supervisor

Directions:

1. For each items is worth 10 points, please specify scores in the rectangular box on your right and
 Part 1 Each student must receive an evaluation under part
 Part 2 If a student has a project assignment, he/she must also be evaluated under part 2
2. When you finish completing this evaluation form, please return it to the Co-op staff Faculty

Co-op Student Evaluation (1 form for 1 student)

Name-Surname.....Student ID.....

Major.....Faculty.....

Name of Organization

Names of the university supervisory staff

1.
2.
3.

Part 1: Co-op student Evaluation

Quality of work

Items	Score 10
1. Work load assignment corresponds to the student' s requirements	
2. The student applied his/her knowledge and ability in the Co-op program	
3. The student applied theoretical knowledge to the work assignment	

Self-development

Items	Score 10
4. The student could adjust to the workplace community	
5. Work experience gained from the Co-op program has made the student more self-confident	
6. Work experience gained from the Co-op program has made the student more responsible and self-disciplined	
7. Work experience gained from the Co-op program will enable the student to apply knowledge to work in the real life situations future	

Evaluation of Work Outcomes

Items	Score 10
8. The student can design a work plan and successfully	
9. The student can help problem-solving	
10. The student expresses satisfaction from working	
Total score for part 1 (100)	

Please make an evaluation in Part 2, if the student has a project assignment

Part 2: Evaluation/Monitoring of Co-op student

Topic of project assignment.....

Items	Score 10
1. The topic corresponds to the student's work	
2. The students used knowledge and ability in his/her major to do the project	
3. The student applied theory for the project	
4. The student participated in the project planning and could successfully it	
5. The project undertaken helped solve problem or added value to organization	
Total score for part 2 (50)	
Totally score (100) calculated from [(part 1 + part 2)x100/150] or part 1 (score 100)	

Other comments

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University supervisor's signature

(.....)

Position

Date