

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



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COOPERATIVE EDUCATION MID-TERM EVALUATION OF STUDENT PROGRESS

QUARTER/YEAR: Fall _____ Winter _____ Spring _____ Summer _____ Date _____

Student _____	Company/agency or employer _____	Work supervisor _____
Evaluation completion date _____ / _____ / _____ <small style="display: block; text-align: center;">month day year</small>		
Evaluation must be completed before a grade can be awarded.		

DIRECTIONS: Please check subheadings which best apply to the student.	Exceeds expectations	Above average	Average	Needs improvement	Not observed
1. ATTITUDE TOWARD					
Work					
Learning					
Responsibilities					
2. APPEARANCE					
Grooming					
Dress					
3. DEPENDABILITY					
Punctuality					
Attendance					
Completion of tasks					
4. COMMUNICATIONS					
Written					
Oral					
5. HUMAN RELATIONS WITH					
Public					
Fellow employees					
Supervisor					
6. JOB KNOWLEDGE					
7. JOB SKILLS					
8. JOB PERFORMANCE					
Adequate output					
Accurate and timely					
Acceptable quality					
9. OVERALL RATING					

Outstanding qualities _____

Recommended areas to improve _____

Has this evaluation been discussed with the student? Yes No

Employer's signature _____