

**PURDUE UNIVERSITY  
COOPERATIVE EDUCATION PROGRAM  
STUDENT WORK SESSION RECORD AND EVALUATION**

Fall  Spring  Summer 20

This completed form should be reviewed with your Supervisor and Employer Coordinator about two weeks before the end of the work period.

Student: Work Period No. 1 2 3 4 5 6

Major: Option: Graduation Date:

Purdue Faculty Coordinator:

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Co-Op Employer: Division:

Department:

Address:

Position Title:

Briefly describe your work assignment. List tasks and level of responsibility. List new skills learned during this Co-Op session.

Supervisor:

Employer Coordinator:

Work Period Starting Date:

Anticipated Completion Date:

Regular Working Hours: Daily from            to            ; Saturday            to

Regular overtime by days and hours, if any:            Average overtime per week (in hours)

Times Absent:            Causes:

Gross Pay Rate:            per Hour            Week            Month            Estimated Total Gross Period Income:

Latest Change in Gross Pay from            to            per Hour            Week            Month            Change effective:

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**Co-Op Student Signature**

Please rate the **OVERALL** quality and value of this Work Session by choosing one of the following:

OUTSTANDING      ABOVE AVERAGE      SATISFACTORY      BELOW AVERAGE      UNSATISFACTORY

On a scale of one to five, rate the following characteristics of your Co-Op assignment and your Co-Op employer:

- |  |                  |   |   |                |                |   |   |   |   |   |  |
|--|------------------|---|---|----------------|----------------|---|---|---|---|---|--|
| 1. Relationship of work to your academic/career interests.   | COMMENTS         |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">No Relationship</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Highly Related</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table> | No Relationship  |   |   |                | Highly Related | 1 | 2 | 3 | 4 | 5 |  |
| No Relationship  |                  |   |   | Highly Related |                |   |   |   |   |   |  |
| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |
|  |                  |   |   |                |                |   |   |   |   |   |  |
| 2. Were you adequately prepared academically for your assignment?  |                  |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Under Prepared</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Over Prepared</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>   | Under Prepared   |   |   |                | Over Prepared  | 1 | 2 | 3 | 4 | 5 |  |
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| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |
|  |                  |   |   |                |                |   |   |   |   |   |  |
| 3. Were you adequately challenged by your work assignment?   |                  |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Little Challenge</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Overwhelmed</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>   | Little Challenge |   |   |                | Overwhelmed    | 1 | 2 | 3 | 4 | 5 |  |
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| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |
|  |                  |   |   |                |                |   |   |   |   |   |  |
| 4. Employer's understanding and management of the Co-Op Program.   |                  |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Poor</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Excellent</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>                 | Poor             |   |   |                | Excellent      | 1 | 2 | 3 | 4 | 5 |  |
| Poor   |                  |   |   | Excellent      |                |   |   |   |   |   |  |
| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |
|  |                  |   |   |                |                |   |   |   |   |   |  |
| 5. Supervision and Guidance during your Co-Op assignment.  |                  |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Poor</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Excellent</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>                 | Poor             |   |   |                | Excellent      | 1 | 2 | 3 | 4 | 5 |  |
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| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |
|  |                  |   |   |                |                |   |   |   |   |   |  |
| 6. Your relationship with your fellow employees.   |                  |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Poor</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Excellent</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>                 | Poor             |   |   |                | Excellent      | 1 | 2 | 3 | 4 | 5 |  |
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| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |
|  |                  |   |   |                |                |   |   |   |   |   |  |
| 7. Overall evaluation of your employer as a Co-Op participant.   |                  |   |   |                |                |   |   |   |   |   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Poor</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Excellent</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>                 | Poor             |   |   |                | Excellent      | 1 | 2 | 3 | 4 | 5 |  |
| Poor   |                  |   |   | Excellent      |                |   |   |   |   |   |  |
| 1  | 2                | 3 | 4 | 5              |                |   |   |   |   |   |  |

8. Did you have any exit interview with your Employer Coordinator?      YES      NO

How adequately were you compensated for your efforts during the work session in terms of:	Poor 1	2	3	4	Excellent 5
Salary					
Recognition by co-workers					
How actively were your suggestions solicited for improvements in:					
Co-Op Program with employer					
Business/Technical Matters					

This evaluation has been discussed with:      my Supervisor      YES      NO

   my Employer Coordinator      YES      NO

***Please return to the Co-Op Advisor/Coordinator in your discipline.***