

Student: _____ Program: _____

Visited By: _____ Date of Visit: _____

Employer: _____

Faculty Advisor: _____ Supervisor: _____

- Interview Conducted:
- with the student and supervisor together
 - with the student and supervisor separately
 - via telephone

Has the employer/supervisor received the Employer's Guide to Co-operative Education?

- Yes No

FOLLOW UP:

If issues or concerns are identified, please specify any required follow up and the name of the individual who will be responsible for the follow up.

Person Responsible/Action Taken:

Co-operative Education, Mount Saint Vincent University
166 Bedford Highway • Halifax, NS B3M 2J6
Phone: (902) 457-6493 • Fax: (902) 457-1514 • E-mail: co-op@msvu.ca



STUDENT'S ASSESSMENT

Could you please describe the orientation/training that you have received from the employer?

Are you given enough instruction/supervision for your job? Please elaborate.

Please describe your co-op position and the projects/tasks that you have been involved in.

What have you learned? What skills have you developed?

How does this co-op term challenge you?

Have you established your personal learning plan? Yes No Will Fax Will E-mail

Please review:

What have your positive experiences been while on your co-op term?

Have you encountered any problems within the organization?

Describe any major differences between the original position description and your present position.

What skills learned in the classroom are being applied to your co-op term?

What courses or skills do you wish you had before this co-op term?

Is this co-op position suitable for someone at your academic level? How so?

Are you registered for the next academic term? What courses are you planning to take?

What is the focus/topic of your co-op work term project? What feedback have you received from your supervisor regarding the project/topic?

SUPERVISOR'S ASSESSMENT

What is your general opinion of the student's performance to date?

What is your opinion of the student's communication skills?

Oral: _____

Written: _____

What is your opinion of the student's interpersonal skills?

Please comment on the student's professionalism.

Are there any issues with attendance and punctuality? If yes, please elaborate.

What is your opinion of the student's initiative?

What are the student's major strengths? (soft and hard skills)

What areas or skills have you seen the student develop?

What are the student's areas for continued development?

Does the student have the academic foundation necessary for this work term?

What are your thoughts regarding the student's personal learning plan?

What are your thoughts regarding the student's co-op work term project (topic if applicable)?

Do you have any other comments or questions?

Have you considered your co-op needs for the next semester?
