

Appendix 27a: Employer Evaluation Email

From: Cynthia Black

Sent: Wednesday, August 1, 2018 10:38 AM

Subject: Employer Evaluation - summer 2018

Hello from the Mount Co-op Office,

At this time, we would like to thank you for providing our co-op/internship students with the opportunity to learn in a hands-on environment. As part of the co-operative education model, it is critical that students have the opportunity to apply their classroom knowledge in a practical work setting. Thank you for making this possible.

The final evaluation is a part of the student's academic grade and is a requirement for successful completion of the co-op/internship work term. Please take the time to assess the student's performance by answering the questions and evaluating the learning objectives, which were set at the beginning of the work term. **We ask that you meet with the student before his/her last day to review the final evaluation.** This process allows the student to reflect on their experience, which is key to their academic and professional success.

Your evaluation is one of the three essential elements for grading students. Successful completion of the work term is based on:

1. Work Site Visit
2. Employer Evaluation
3. Work Term Project (to be completed by the student)

This evaluation is also used by the Co-op Office to assess curriculum and overall satisfaction rates.

The deadline to submit the evaluation is the last day of your co-op/internship student's work term. To access the evaluation, visit: <https://coopatthemount.wufoo.eu/forms/z1r64ypj1x57dgk/>

Evaluation Instructions:

Please ensure you have adequate time to complete the evaluation as there is no 'save and continue' option. Thank you. Attached is a sample evaluation if you would like to review the questions before beginning the online survey.

1. Review the evaluation online by clicking on the link provided.
2. Once you have completed the evaluation, you are asked to provide your email address; a copy of the evaluation will be sent to this email account. Please meet to discuss the evaluation with your co-op/internship student. We will also send a copy to the student for their records.

Nominate your student for Mount Co-op Student of the Year

You may also consider nominating a co-op student for the Mount Co-op Student of the Year. This award is given annually to a student in each co-op program (public relations, business administration and tourism & hospitality management) who has demonstrated exceptional performance in the workplace, classroom and in their communities. More information on the award can be found on the [Co-op Awards](#) webpage. A formal call for nominations will be sent in November to all employers who hired a co-op student this year, but you can submit an online application form now by clicking [here](#).

Thank you for your ongoing commitment to our students and for providing meaningful learning opportunities.

Kind Regards,
The Mount Co-op Team