This course is designed to provide a student with a variety of on-the-job experiences which will help them acquire and apply skills, as well as orient them to a selected career. The course is individualized, with each student setting their own objectives by which they are later evaluated.

INSTRUCTIONS: As a co-op student, you are responsible to a large extent for how much you learn and to what extent you broaden your horizons. The teacher-coordinator, employer, and immediate supervisor are all interested in your growth, but they cannot possibly know each of your needs and aspirations, nor the opportunities you need to reach your objectives.

You will receive a letter grade for your efforts as a co-op student.

JOB DESCRIPTION AND STUDENT'S WORK OBJECTIVES

I. Purpose
The purpose of this activity is to assist you in determining several work objectives that will help you improve your present position at your job.

II. Activity
There is space for six objectives. Consult your immediate supervisor for help in determining several realistic and/or beneficial objectives for you to work on during this semester.

III. Due
The job description and completed objective sheets are due during the first week of the semester. Take the completed objective sheets to:

Cooperative Work Experience Coordinator
Computer Science Department
Technical Education Building, Room 110
or email them to: dbrinkerhoff@weber.edu

Once you have completed your objectives, your next step is to see your supervisor and your coordinator and get their approval and signatures. If you find that you want to change one of your objectives at any time, your coordinator will help you.

Part of your final grade will be determined on how well you meet your work objectives.

PROGRESS REPORTS

Email progress reports on the fourth, seventh, and tenth weeks of the semester to dbrinkerhoff@weber.edu.

The first progress report should be quite exact on listing your responsibilities in item 1. After the first report, item 1 is for updating.

SUPERVISOR'S REPORT

The supervisor's report is due by the last day of classes for the semester. The student's supervisor should send this report to the instructor.
Semester/Year: ____________________

CS 2890_____ or 4890_____ (check one) for _____ credit hours.

Name: ___________________________ Home Phone: _____________
Present Employer: ____________________________
Supervisor: ___________________________ Work Phone: _____________

SSN: ___________________________ email address: _________________

JOB DESCRIPTION

In the space provided below, type your job description. If you have a formal written description, attach it to this sheet.

Your job description should include an explanation of your job duties, responsibilities, assignments, projects and level of work that you perform.
STUDENT'S WORK OBJECTIVES

INSTRUCTIONS: In each of the six achievement areas listed below, please type an objective you can accomplish this semester through your job.

MY MAJOR EDUCATION OBJECTIVES FOR_______________SEMESTER, 20___

1. **Career Orientation Objectives** - Identify how you plan on getting a promotion, seeing different aspects of your career area, or something else you want to do that concerns your career growth.

   How to Accomplish.

   Measurement (How will you know when you have accomplished this objective?):

2. **Skills Acquisition Objective** - Identify a specific/new skill or bit of knowledge that you wish to acquire during the semester.

   How to Accomplish.

   Measurement (How will you know when you have accomplished this objective?):

3. **Skills Application Objective** - Identify some skill or bit of knowledge you have that you want to improve upon, or become more proficient in using.

   How to Accomplish.

   Measurement (How will you know when you have accomplished this objective?):
4. **Human Relations Objective** - Identify one way you want to improve your ability to work with supervisors, fellow workers, or others you associate with at your job.

   How to Accomplish.

   Measurement (How will you know when you have accomplished this objective?):

5. **Job Improvement** - Go to your immediate supervisor and ask him/her what they would like you to specifically work on during the semester.

   How to Accomplish.

   Measurement (How will you know when you have accomplished this objective?):
6. **An Additional Objective that Meets Your Needs:**

How to Accomplish.

Measurement (How will you know when you have accomplished this objective?):

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**AGREEMENT**

We the undersigned agree with the validity of the learning objectives listed above. The employer and the college agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved for the student/employee's work experience.

There are three participants in the Cooperative Education venture. The student agrees to abide by the department and employer guidelines. The supervisor will evaluate the student/employee's performance objectives at the end of the grading period. The university will award academic credit for work successfully accomplished.

________________________________________  ______________________________________
Student's Signature  Supervisor's Signature

________________________________________
Coordinator's Signature
Progress Report

Name_________________________ Reporting period from_____ to_______

Total hours worked_____ Employer_________________ Supervisor______________

1. What were your responsibilities or duties on the job? (and approximate time each)

2. What new knowledge or skill did you learn on the job? (Describe briefly)

3. What have you learned in classes that you have applied or observed on the job?

4. What difficulty occurred or what mistakes did you make on the job? What did you do to correct it?

5. What skill(s) could you use help on in performing your job better?

6. What interesting or challenging relationship did you have this week with a fellow worker, customer, or sponsor? Explain briefly.

7. Additional comments. (Use the back for additional space if necessary.)
COOPERATIVE EDUCATION SUPERVISOR EVALUATION OF
CO-OP STUDENT TRAINEES

Trainee's Name

Date of Employment Position

INSTRUCTIONS

1. Consider each characteristic before making your evaluation. Place an "X" underneath each characteristic which, according to your best judgment, most nearly describes the trainee. If the evaluation factor is not observed by you, check the non-applicable square preceding each characteristic.

2. Your explanatory comments are very valuable in evaluating a new employee. Therefore, your comments are required. If more space is needed, please attach an extra page.

Would you recommend that this trainee be retained as a permanent employee?

YES NO

COMMENTS (use the back of this sheet)

Please list any areas where you feel this student/employee has shown outstanding ability.

Please list areas in which you feel this student/employee could improve his/her performance.

Additional comments if applicable.

__________________________________________  ______________________________________
Signature Title
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<th>EXPLANATION AND CHARACTERISTICS (check one)</th>
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