

Computer Science Co-operative Education Mid Term Evaluation-On Site Visit Report

Completion Guidelines

Purpose of Mid-term evaluation

The mid-term evaluation is the performance evaluation of a coop student during the coop work term. It can be used for following purposes:

- To receive student and employer's input on coop placement
- To invite suggestions and recommendations on the coop program and student placement
- To assess employers intention for future relationship/cooperation
- To provide a developmental feedback to the coop student

Completion of Mid-term Evaluation

The Mid-term evaluation-On Site Visit Report is completed midway through the coop work term preferably during an onsite visit or on phone, depending on the availability of the employers and location of the organization. The mid- term evaluation is completed by the Coop Officer, during an onsite/phone meeting with the employer and the coop student.

Section 1 and 2: Employer's input on the placement

If the employers are completing section 1 and 2, please sign at the end of the section 2.

Section 3: Student's input on placement

If the coop student is completing section 3, please sign at the end of section 3.

Section 4: Department input: post visit assessment

Student: _____ Employer: _____

Supervisor's Name: _____ Date: _____

Section 1. Employer's input on the placement

A. What are the student's responsibilities and tasks?

B. What is the relevance of this work to the student's academic program?

What new skills did the student need to learn in order to do the job?

Are there any skills that the student should have learned at L.U. before starting the job?

C. What type of work environment (team, individual, structured/guided, autonomous etc
Is this job?

Section 2. Employer input on the student and the co-op program

- A. How satisfactory is the student placement for your needs? If you had the opportunity to describe the job or hire a student again, would you do things differently?

- B. Are there any changes to the current curriculum / scheduling that would have fit your needs better?

- C. Are there any changes or enhancements to the non-technical pre-employment training that would have better prepared the student for this assignment (i.e. oral and written communications, ethics, interview preparation)?

- D. Do you feel the co-op office administration and recruiting process met your organization's needs? How could the co-op office improve service to employers?

- E. Do you see any potential for future co-operation / ongoing relationships between your organization and the University (i.e. guest lecturers, common research interests, information sessions)?

- F. Do you have any other comments?

Signature of the Supervisor/Employer: _____

Section 3. Student's input on the placement

G. What are the student's responsibilities and tasks?

H. What is the relevance of this work to the student's academic program?

What skills learned in the classroom are being applied?

What new skills did the student need to learn in order to do the job?

Are there any skills that the student should have learned at L.U. before starting the job?

C. What type of work environment (team, individual, structured/guided, autonomous etc
Is this job?

Signature of the coop student:_____

Section 4: Department input: post-visit assessment

- A. Was the visit to the student well organized with respect to timing (early enough in work term / enough time to discuss issues fully)? Were you talking to the right person? Was the location appropriate?

- B. Were you able to assist / support the student and / or employer in any way?
(Please specify)

- C. What action should be taken now or in the future to improve the value of this or future work terms to the student or the employer?

- D. Did you come away feeling the visit went well and was worth while?

- E. How much time did you spend on the student's visit:
 - Arranging?
 - Travelling?
 - Meeting?
 - Other?

- F. Do you have any other comments?

Signature of the Coop Officer: _____