

COOPERATIVE WORK EXPERIENCE LEARNING OUTCOMES

STUDENT NAME _____

STUDENT ID # _____

TERM _____

SITE (COMPANY NAME) _____

SITE SUPERVISOR (FIRST & LAST NAME) _____

STUDENT INSTRUCTIONS:

Beginning of CWE: Determine 3-5 learning outcomes that are agreed upon by your site supervisor and CWE Instructor. Get the required signatures on page 2 and turn this form in to your CWE instructor.

End of CWE: You will be evaluated on how well you achieved your learning outcomes and workplace skills. Complete a self-evaluation (student rating section below). Have your site supervisor evaluate your performance (supervisor rating section below). Turn this completed form in to your CWE instructor for grading.

SITE SUPERVISOR INSTRUCTIONS:

Beginning of CWE: Assist the student with identifying 3-5 learning outcomes.

End of CWE: Evaluate the student on how well they achieved their learning outcomes and workplace skills. Please sign on page 2 to verify completion of performance evaluation.

EVALUATION RATING:

4= excellent 3= good 2= satisfactory 1= needs development 0= unsatisfactory n/a= not applicable

Learning Outcomes Learning outcomes should be realistic and specific. They must tell <i>What</i> is to be accomplished, <i>How</i> , by <i>When</i> , and <i>How Measured</i>		Performance Evaluation <i>(use 0-4 ratings)</i>		
		Student Self-Rating	CWE Instructor Rating	Site Supervisor Rating
1.				
2.				
3.				
4.				
5.				

Workplace Skills Outcomes Student agrees to abide by these and will be evaluated on them at the end of the CWE by the site supervisor.			Performance Evaluation <i>(use 0-4 ratings)</i>		
			Student Self-Rating	CWE Instructor Rating	Site Supervisor Rating
1.	Time Management: - Complete jobs on time - Look for work to do - Prioritize appropriately				
2.	Interpersonal Relations: - Cooperate with supervisors - Work well with others - Accept suggestions - Have a positive attitude - Seek to understand				
3.	Attendance: - Be on time to work and remain until hours are completed - Alert supervisor if absent or late for work hours and/or work-related tasks				
4.	Appearance: - Dress appropriately for the workplace - Exhibit cleanliness and good hygiene				
5.	Problem Solving: - Follow rules and all directions - Work independently - Be accurate and careful - Adapt to work conditions - Follow through - Look for ways to improve, alert to new methods.				

CWE Instructor Comments:	Evaluation Grade	
	Seminar Grade	
	Overall Grade	

STUDENT SIGNATURE
(Beginning of CWE)

DATE

CWE INSTRUCTOR SIGNATURE
(Beginning of CWE)

DATE

SITE SUPERVISOR SIGNATURE
(Beginning of CWE) Verifies initial receipt of Learning Outcomes

DATE

SITE SUPERVISOR SIGNATURE
(End of CWE) Verifies completion of Performance Evaluation

DATE