



**Cooperative Education Program
The University of Alabama**

Student Work Report

Name: _____ Student Number: _____ Major _____ Work Period #: _____

Work Period From: _____ to _____ Employer/City: _____

Immediate Supervisor: _____ Title: _____ Work Department: _____

General category of work experience (design, production, etc.) _____ Normal Wk Hrs _____ AM/PM to _____ AM/PM Hrs Per Wk: _____

Section #1 - SUPERVISION	Always	Frequently	If Needed	Seldom	Never
Assistance from supervisor was available					
Was adequate explanation given to you concerning what was expected of you as a co-op and the nature of the tasks assigned?	Always	Frequently	Sometimes	Seldom	Never
How often did your supervisor discuss your job performance with you?	Frequently	Weekly	Monthly	Once or Twice	Never

Section #2 - CO-WORKERS	Always	Frequently	Sometimes	Seldom	Never
Was the workload adequate to keep the employees busy?					
The communication and cooperation among co-workers was:	Excellent	Good	Average	Fair	Poor

Section #3 - PROFESSIONAL DEVELOPMENT	Always	Frequently	Sometimes	Seldom	Never
How often did you feel the work you were performing was of professional value?					
Do you feel that your co-op experience was of value to your department?	Always	Frequently	Sometimes	Seldom	Never
Your academic preparation for this job was?	Excellent	Good	Average	Fair	Poor

Section #4 - GENERAL QUESTIONS	Exceeded	Met	Fell Below		
Did assignments meet your expectations?					
What is your overall evaluation of this experience in relationship to your career goals?	Excellent	Good	Average	Fair	Poor
Would you consider this company for permanent employment?	Yes	No	Maybe		
Will you return to this work site for additional work terms?	Yes	No			

Section #5 - COMPANY BENEFITS	Health Insurance	Paid Holidays	Tuition Assistance	Vacation	Travel Reimbursement
Fringe benefits provided by the company for co-ops					
Did your employer provide an orientation program for new co-op students?	Yes	No	Not Applicable		
Did your employer provide professional training sessions?	Yes	No			
Did your employer provide assistance in your housing search?	Yes	No			
Did you request information or help with housing?	Yes	No			

Section #6 - FINANCIAL INFORMATION (PLEASE ESTIMATE AS CLOSELY AS POSSIBLE)			
EXPENSES		EARNINGS	
Rent Per Month	\$	Gross Earnings (Before Taxes)	
Food Per Month	\$	Overtime Pay	
Transportation Costs Per Month	\$		
Other Expenses - Please specify	\$		

Please give a brief description of your duties during the past work period.	

How was this assignment related to your major/career goals?	

Your favorite feature of this assignment	

Your least favorite feature of this assignment	

List any special qualifications/skills required for this assignment (e.g., courses, physical, security clearance, etc.)	

Additional comments about this assignment or the co-op program:	

_____ I give permission for information from this form to be utilized in counseling other co-op students.
 Student Signature

_____ I do not give permission.
 Student Signature

