

Supervisor, Key to a Quality Document

Before a student returns to school, the employer co-op coordinator should access the UA Co-op Student Evaluation Form. The evaluation form is to be completed by the immediate supervisor and then mailed or faxed to the co-op office. It is strongly suggested that the student and supervisor discuss this evaluation and future work assignments before departure. Each co-op student should be evaluated by his employer for each work period using this form. If your company has a co-op evaluation form, it may be substituted and sent to the co-op office. At the bottom of this form, a space is reserved for the supervisor to indicate whether the evaluation was discussed with the student. Such a discussion is valuable to the student professionally; therefore, employers are encouraged to discuss any weaknesses with the student so that he will have an opportunity to improve.

Upon the student's return to school, a required post-work interview is held with the co-op coordinator. In this interview, both the employer evaluation and the student work report are reviewed. Co-op students also evaluate their own work assignments. If either of these evaluations reveals problems, a school coordinator will contact the employer coordinator. Not only is a final evaluation at the end of each work period useful, but informal and ongoing evaluations during the work period are also necessary. By offering thoughtful, constructive criticism, experienced co-workers can pinpoint needs for improvement before a major problem develops.

USE OF EVALUATIONS - The evaluation of the student is used in three principal ways:

- as an assistance to the student in self-improvement,
- as an aid to the school coordinator in the student's post-work interview
- as a resource for the co-op student nearing graduation

DETAILED EVALUATIONS ARE MORE USEFUL!

Students are accustomed to being evaluated at school by means of academic grades. Furthermore, everyone in the working world is evaluated by various means and the results of these evaluations generally have real consequences. While some individuals evaluate every co-op student's performance in glowing terms, others tend to indicate that every co-op student is the same (i.e., average). In general, the greater the detail provided by the evaluation, the better the chance that the evaluation will be as accurate and honest as possible. Nothing bad will happen to a co-op student whose evaluation indicates a need for improvement, nor is the student forced to reveal this evaluation to outside sources. Ideally all parties should benefit from the evaluation process.