

EASTERN IOWA COMMUNITY COLLEGE DISTRICT  
COOPERATIVE EDUCATION WORK EXPERIENCE

Clinton \_\_\_\_\_  
Muscatine \_\_\_\_\_  
Scott \_\_\_\_\_

LEARNING/PERFORMANCE OBJECTIVES

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ WORK SITE \_\_\_\_\_

Each term that a student is enrolled in Cooperative Education it is necessary that he/she file objectives that are specifically attainable and measurable. These objectives should enable the student and the faculty co-op advisor to determine what new and expanded learning has occurred on the job during that term.

At the end of the cooperative work experience period, these objectives will be evaluated and rated by the employer. Using the rating scale below, rate the student's work progress and performance.

RATING SCALE

- 1 – No accomplishment toward completion of objective.
- 2 – Limited accomplishment.
- 3 – Average accomplishment with progress toward accomplishment of objective.
- 4 – Objective completely accomplished.
- 5 – Objective exceeded.

STUDENT'S OBJECTIVES

EMPLOYER RATING

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Student's Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

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COOPERATIVE EDUCATION AGREEMENT

This form is an agreement between the employer, the college, and the student. Any party may terminate this agreement after discussion with the other parties.

THE STUDENT AGREES TO:

- A. Follow the employer's work rules and conform to the employer's standards regarding dress and job conduct.
- B. Report to work promptly and regularly and notify the employer at once if illness or an emergency prevents you from reporting to work.
- C. Attend special seminars or related classes (as specified) and perform all assigned work.
- D. Notify the Placement Office immediately regarding any changes in your employment or if you are dismissed from this job.

THE EMPLOYER AGREES TO:

- A. Instruct the student as to rules, regulations, and duties of the job.
- B. Assist the student in the development of the learning objectives that are associated with the work experience.
- C. Provide adequate supervision of the student and help his/her progress on the job.
- D. Provide performance ratings at the middle and the end of the semester, which may be used in determining a course grade for the student.
- E. Confer with the Placement Officer regarding any problems concerning the student's relationship with others while on the job.
- F. Provide Worker's Compensation and Liability Insurance if the student is paid by the employer.

THE COLLEGE AGREES TO:

- A. Provide staff to work with the employer and to coordinate the student's work experience and his/her college program.
- B. Grant appropriate grades and credit for successful job performance.

STUDENT'S NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

CO-OP POSITION TITLE \_\_\_\_\_ MAJOR \_\_\_\_\_

STARTING DATE \_\_\_\_\_ WAGES \_\_\_\_\_

EMPLOYER \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

BRIEF DESCRIPTION OF JOB DUTIES: \_\_\_\_\_

PLEASE RETURN THIS FORM TO:

Christine Powers  
Scott Community College  
Kahl Educational Center  
326 W 3<sup>rd</sup> St.  
Davenport IA 52801

WE AGREE TO COMPLY WITH CONDITIONS OF THIS AGREEMENT.

EMPLOYER \_\_\_\_\_ STUDENT \_\_\_\_\_

Scott Community College endorses the principles of equal educational and employment opportunities for all people regardless of race, color, sex, religion, ancestry, national origin, sexual orientation, age or non-job related handicap or disability. Furthermore, the college does not discriminate on the basis of race, color, religion, sex, ancestry, national origin, sexual orientation, age or non-job related handicap or disability in the educational programs or activities it operates. Students who have questions or concerns related to this notice or wish to file a grievance under sections 504 of the Rehabilitation Act 1973 should contact the Dean of Student Development.

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EMPLOYER'S MID TERM EVALUATION OF CO-OP STUDENT

Student \_\_\_\_\_ Co-op Position \_\_\_\_\_

Employer (Company) \_\_\_\_\_ Evaluator \_\_\_\_\_

**INSTRUCTIONS FOR USE:** The care and accuracy with which this appraisal is made will determine its benefit to the student and the company. The appraisal should reflect a sound and objective opinion of the student's performance during the entire review period on currently assigned responsibilities. Appraise each factor independently of your appraisal of other factors. Make comments (where possible, give specific examples) on each appraisal.

**RATING SCALE:**

1. MARGINAL – Normal responsibilities of position rarely met.
2. BELOW STANDARD – Improvement needed to consistently meet normal responsibilities of the position.
3. STANDARD – Consistently meets normal responsibilities of the position.
4. ABOVE STANDARD – Periodically exceeds normal responsibilities of the position.
5. OUTSTANDING – Consistently exceeds normal responsibilities of the position.

**CIRCLE APPROPRIATE NUMBER FOR EACH SECTION:**

**Knowledge:** Level of job related knowledge and how that knowledge is being applied (with considerations of time in current position).

1                      2                      3                      4                      5

**Dependability:** Consistently arrive at work on time with few absences.

1                      2                      3                      4                      5

**Appearance:** Consistently clean and well groomed.

1                      2                      3                      4                      5

**Accepts criticism:** Accepts criticism well from employers and those in charge and realizes that growth is attained through constructive criticism.

1                      2                      3                      4                      5

**Follows instructions:** Ability to listen to instructions carefully and to proceed as instructed; ability to concentrate on the job to be done.

1                      2                      3                      4                      5

**Decision-making:** Ability to take proper and timely action to implement decisions and meet needs and opportunities.

1                      2                      3                      4                      5

**Use of time:** Ability to keep busy, rarely wasting time: ability to motivate self to find tasks that need to be done.

1                      2                      3                      4                      5

**Self-evaluation:** Ability to evaluate own progress on the job; ability to work on improving weaknesses; ability to see self as a part o the total corporate productivity.

1                      2                      3                      4                      5

Scott Community College is an EEO/AA institution and does not discriminate in regard to race, color, national origin, sex, age or disability.

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EMPLOYER'S FINAL EVALUATION OF CO-OP STUDENT

Student \_\_\_\_\_ Semester \_\_\_\_\_

Employer \_\_\_\_\_ Course \_\_\_\_\_

Please candidly evaluate the work of this student when they have completed their Co-Op experience at your company. This information will be utilized by the coordinator for the purpose of providing the student guidance. Please check the appropriate response for each section. Comments are encouraged.

ABILITY TO LEARN

- \_\_\_ Learns quickly
- \_\_\_ Average learning rate
- \_\_\_ Rather slow to learn

QUALITY OF WORK

- \_\_\_ Consistently high quality
- \_\_\_ Average
- \_\_\_ Below average

ATTITUDE TOWARD WORK

- \_\_\_ Very interested and industrious
- \_\_\_ Average diligence and interest
- \_\_\_ Somewhat indifferent attitude

DEPENDABILITY

- \_\_\_ Above average
- \_\_\_ Usually dependable
- \_\_\_ Below average

RELATIONS WITH OTHERS

- \_\_\_ Works well with others
- \_\_\_ Gets along satisfactorily
- \_\_\_ Has some difficulty working with others

JUDGEMENT

- \_\_\_ Above average decision making skills
- \_\_\_ Average decision making skills
- \_\_\_ Often uses poor judgment

ATTENDANCE: Regular \_\_\_ Irregular \_\_\_

OVERALL RATING: Excellent \_\_\_ Very Good \_\_\_ Average \_\_\_ Marginal \_\_\_ Unsatisfactory \_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this report been discussed with the student? Yes \_\_\_ No \_\_\_

Rated by: \_\_\_\_\_  
Immediate Supervisor Signature Title Date

Student: \_\_\_\_\_  
Student Signature Date

College: \_\_\_\_\_  
Cooperative Education Officer Title Date

**APPENDIX A**  
**INTERNSHIP INTERVIEW**  
Information Technology  
Eastern Iowa Community College

	<b>KEC</b>
	<b>MCC</b>
	<b>CCC</b>

**To be completed by student:**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ city state zip

Phone (\_\_\_\_\_) \_\_\_\_\_

-----  
Students are required to interview with three (3) potential sites for internship placement. Final decision will be made in consultation with the Internship Coordinator. Feedback is appreciated.

**To be completed by interviewer and returned to:**

Christine Powers, IT Work-based Coordinator  
Eastern Iowa Community College  
326 West 3<sup>rd</sup> Street, Room 612  
563-336-3317  
Davenport, IA 52801 cpowers@eicc.edu

Agency/Org/Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ city state zip

Telephone (\_\_\_\_\_) \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Interviewer's Position \_\_\_\_\_

Please check one: \_\_\_\_\_ (on site) \_\_\_\_\_ (telephone) Date of interview \_\_\_\_\_

**Strengths:**

**Things to work on:**

Based upon the interview **we would** \_\_\_\_\_ **would not** \_\_\_\_\_ offer an internship to the above student.  
*This is not an official offer, but rather an evaluation of interview skills. If you choose to offer an intership, please contact the student directly.*

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**INTERNSHIP INTERVIEW**  
Information Technology  
Eastern Iowa Community College

	<b>KEC</b>
	<b>MCC</b>
	<b>CCC</b>

**To be completed by student:**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

city state zip

Phone (\_\_\_\_\_) \_\_\_\_\_

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\_\_\_\_\_

city state zip

Telephone (\_\_\_\_\_) \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Interviewer's Position \_\_\_\_\_

Please check one: \_\_\_\_\_ (on site) \_\_\_\_\_ (telephone) Date of interview \_\_\_\_\_

**Strengths:**

**Things to work on:**

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This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

