

**UW-SP DEPARTMENT OF PAPER SCIENCE  
CO-OP EMPLOYER'S EVALUATION**

Name of Co-op student: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

**Instructions:** The immediate supervisor should evaluate the student objectively, in comparison with other personnel assigned the same or similarly classified jobs, or with individual standards.

<b>Relationships with others:</b> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Satisfactory <input type="checkbox"/> Some difficulty with others <input type="checkbox"/> Works poorly with others	<b>Attitude/Application to work:</b> <input type="checkbox"/> Outstanding enthusiasm <input type="checkbox"/> Very interested, industrious <input type="checkbox"/> Average in diligence/interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	<b>Ability to learn:</b> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns readily <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn
<b>Personal judgment:</b> <input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Above average <input type="checkbox"/> Usually makes right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistent poor judgment	<b>Dependability:</b> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Above average independence <input type="checkbox"/> Usually dependable <input type="checkbox"/> Occasional neglect/careless <input type="checkbox"/> Unreliable	<b>Quality of work:</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average <input type="checkbox"/> Very poor
<b>Attendance:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	<b>Punctuality:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	<b>Over-all performance:</b> <input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory

Please list the types of work the student has been assigned.

**ADDITIONAL REMARKS** may be given on reverse of this sheet if desired.

Do you want this report discussed with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

(Signed \_\_\_\_\_  
(Immediate Supervisor)

Date: \_\_\_\_\_

# PAPER 300 REPORT EVALUATION FORM

## Co-Op Supervisor's Report

Student: \_\_\_\_\_

Numerical Score	English Skills	Organization	Report Format	Scholarship	Technical Competence
96 - 100	Do not assign scores in this range. All written documents can be improved upon.				
91 – 95	Superior grammar displayed.	All topics presented in proper sequence	No observable departure from required format.	Well researched report.	Excellent understanding of processes.
81 – 90	Some lapses in grammar found.	Some noticeable out-of-sequence topics	A few number of formatting errors.	Good use of library resources.	Good, solid understanding of processes.
71 – 80	Many lapses in grammar.	Many out-of-sequence topics	Many lapses in format	Minimal library use evident	Adequate understanding of processes.
<70	Excessive lapses in grammar	Almost random sequencing of topics	Report did not comply with format	No library work evident	Poor understanding of processes

PLEASE USE THE ABOVE GRADING CRITERIA MATRIX TO FILL IN THE FOLLOWING SCORES:

English skills	
Organization	
Report format	
Scholarship	
Technical competence	

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

How many pages did the report have?	
How many <u>total</u> illustrations and figures did the report have?	
How many of these illustrations and figures were actually drawn or generated by the student?	
How many hours (estimated) did the student spend in writing this report?	
Did the student have “work time” to finish the project?	
Was the report finished in a timely manner?	
Was the final draft of the report prepared in a professional manner (example: bound with covers)?	
Did the report have an index?	
Proper page numbering?	

COMMENTS:

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOURSELF:

Name	
Title	
Company	
Address	
City	
State, Zip	
Telephone	
E-mail	
Fax	

PLEASE SUGGEST AN APPROPRIATE PAPR 300 GRADE: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_