Instruction:
The immediate supervisor should evaluate the student objectively. Please compare our student’s performance with that of other student co-op/intern of comparable academic level and co-op/intern work experience. Return completed form to ME Co-op Director at email (mae-info@wmich.edu), FAX or Address above. Thank you.

Please use the following scale in rating work performance:
5=Outstanding; 4=Very Good; 3=Average; 2=Marginal; 1=Unsatisfactory; 0=Not Applicable

Work Performance
Attendance __ Timeliness __ Attitude __
Appearance __ Quality of work __ Relations with Others __
Dependability __ Contribution to company __ Accepts constructive criticism __
Takes Initiative __ Punctuality __ Knows when to seek help __
Confidence __ Time Management __ Ability to learn __
Dependability __

How does this student compare to students from other institutions in terms of work performance?
__ More prepared __ Equally prepared __ Less prepared

Please use the following scale in rating performance abilities:
5=Outstanding; 4=Very Good; 3=Average; 2=Marginal; 1=Unsatisfactory; 0=Not Applicable

Performance Abilities
Apply knowledge of mathematics, science, engineering, and technology __ Written communication __
Design systems, component, and process __ Oral communication __
Use modern engineering/computer skills, techniques, and tools __ Function on teams __
Understanding of professional and ethical responsibility __ Analyze/interpret data __

How does this student compare to students from other institutions in terms of performance abilities?
__ More prepared __ Equally prepared __ Less prepared

What are the student’s strongest assets? __________________________________________________________

In what areas should this student strive to improve? ________________________________________________

Would you hire a WMU student again? __ Yes __ No Would you hire this student again? __ Yes __ No

Does it appear this student’s academic program is oriented to the particular needs of your organization? __ Yes __ No

What, if any, changes in the curriculum would you suggest? __________________________________________

Overall Comments: __________________________________________________________________________

_________________________________________________________________________________________

Name: ___________________________________________ Position/Title: _________________________________

Signature: _______________________________ Date: ______________________________

In completion of this Co-Op, the student is required to submit a report detailing his/her work experience and how it relates to the courses taken at WMU. We require the student to have you review and sign this report before sending it to WMU Co-Op director.