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**Cooperative Education Program**

**Student Report**

Please provide us with the following evaluation of your experience and an update of information for our records. In order to fill out the form, click on the shaded fields and enter the requested information. Use the Tab button on your keyboard to move from field to field. All fields are required. Upon completion of this full report, please save the file. In order to upload it, log into your Cougar Jobline account, go to “My Accounts” on the main menu, and click on “My Documents”. Under Employment Related Documents, go to the “Student Reports” section and click “Upload”. IMPORTANT: On the upload screen, make sure you name your report as follows: YYYY Semester Student Report, for example, 2009 Fall Student Report. Browse for your file and click “Open” (similar to adding an e-mail attachment).

**Name: Click here to enter name Banner ID#: Click here to enter Banner ID**

**Address: Click here to enter address Phone#: Click here to enter phone number**

**Employer: Click here to enter employer name**

**Term:** [ ] **Spring** [ ] **Summer** [ ] **Fall and Year Click here Major: Click here to enter major**

**Please answer the following questions in the space below. Response should be the equivalent to a 1 to 3 page typed, double-spaced paper.**

Describe and evaluate your work experience as it relates to your major, giving examples. In what ways was this assignment particularly beneficial to your individual development? What did you like best about the whole experience and why? What did you like the least and why? If you were to go through the same experience again, what would you like to do differently and why? Consider both the positive and negative factors within the environment and assignment as related to your individual academic and professional career development. What suggestions can you make that would improve this Co-op/Internship experience for student or improve the Co-op /Internship Program in general?

Click here to type report

**How would you evaluate your employer:** [ ] outstanding [ ] Very Good [ ] Average [ ] Marginal [ ] Unsatisfactory

**Please check one: I will continue my Co-op assignment with this employer after this term.** [ ] Yes [ ] No

**If continuing, please indicate your next Co-op term and year** [ ] Spring [ ] Summer [ ] Fall **Year: 20**enter YY

**Please complete the information below for the next assignment**. If not continuing, contact your Co-op/Internship Coordinator.

**Supervisor:** enter supervisor name **Wage per hour:** Click here to enter $ **Hours per week:** enter hours per week

**Student Final Evaluation**

**SIUE Career Development Center**

**(To be completed by student at end of term)**

**Student Name:** Click here to enter first and last name

**College of/School of:** Click here to enter information

**Co-op/Internship Employer:** Click here to enter employer name

**Current Work Term (select term and year):** [ ] Spring [ ] Summer [ ] Fall **and** [ ] 2015 [ ] 2016 [ ] 2017

It is important for students to reflect on their skill level for the following areas. Please rate your present skill level, or select N/A if the skill is not applicable, in the drop down boxes below.

**COMMUNICATION**

1. Speak with clarity and confidence: Click here to select skill level
2. Write clearly, concisely, and professionally : Click here to select skill level
3. Make effective formal and informal presentations: Click here to select skill level
4. Exhibit good listening skills: Click here to select skill level
5. Demonstrate a willingness to speak up,

Participate in discussions, and ask questions: Click here to select skill level

**CONCEPTUAL/ANALYTICAL**

1. Analyze situations and take appropriate action: Click here to select skill level
2. Offer innovative and creative solutions to problems: Click here to select skill level
3. Collect and analyze information

(e.g. data) effectively: Click here to select skill level

1. Access and apply specialized knowledge, such as classroom

and field-specific problems: Click here to select skill level

1. Demonstrate effective problem solving and decision making Click here to select skill level

**TEAMWORK**

1. Make a positive impact on the team by

establishing rapport and credibility: Click here to select skill level

1. Utilize a collaborative approach and share information

and resources with others Click here to select skill level

1. Pitch in to help co-workers Click here to select skill level
2. Respect what others have to contribute Click here to select skill level

**PROFESSIONAL QUALITIES**

1. Assume responsibility and am accountable for actions Click here to select skill level
2. Exhibit self-confidence Click here to select skill level
3. Possess honesty, integrity, and personal ethics Click here to select skill level
4. Demonstrate a positive attitude toward change Click here to select skill level
5. Respect diversity and alternative perspectives Click here to select skill level
6. Represent the organization appropriately at all times Click here to select skill level

**SELF –MANAGEMENT & WORK HABITS**

1. Produce work of high quality, free from error Click here to select skill level
2. Produce a significant volume of work Click here to select skill level
3. Maintain good attendance and punctuality Click here to select skill level
4. Complete tasks as assigned and on time Click here to select skill level
5. Listen to feedback and adapt strategy when

current approach is not working Click here to select skill level

1. Utilize good judgment and establish priorities among duties Click here to select skill level

**INITIATIVE**

1. Set and communicate goals and follow up with results Click here to select skill level
2. Seek opportunities to learn Click here to select skill level
3. Take the initiative to get a job done Click here to select skill level
4. Act decisively on critical issues Click here to select skill level

**TECHNOLOGY**

1. Have the computer and/or technical skills for the job Click here to select skill level
2. Demonstrate a willingness to enhance technical skills Click here to select skill level
3. Utilize technology to perform work effectively Click here to select skill level
4. Utilize technology appropriately in the workplace Click here to select skill level

**BENEFITS OF YOUR CO-OP/INTERNSHIP**

1. Gaining career-related work experience Click here to select skill level
2. Learning more about my chosen career field Click here to select skill level
3. Earnings (If unpaid, please select N/A) Click here to select skill level
4. Exposure to the “real world” of work and its expectations Click here to select skill level
5. Chance for increased job opportunities upon graduation Click here to select skill level
6. Networking opportunities with professionals in the field Click here to select skill level

Thank you for participating in the SIUE Career Development Center’s Cooperative Education and Internship Program.

Co-op Team: Tammy Taylor and Roshonda Jefferson

SIUE Career Development Center

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