



**COOPERATIVE EDUCATION PROGRAM  
Student Evaluation Form**

Lurleen B. Wallace Community College

**Andalusia, MacArthur, Greenville Campuses, and Luverne Center**

INSTRUCTIONS: Score students on a scale of 1 to 5 with 1 reflecting a low score and 5 reflecting the highest score. Please consider each category seriously as this appraisal determines a MAJOR portion of the student's grade for the semester. As a general "rule of thumb", the total scores may be compared to the following grades and percentages.

Total Score of 63-70 = "A", 56-62 = "B", 49-55 = "C", 42-48 = "D". Please circle the overall grade you suggest for this student based on his/her job performance:

Overall Performance:      A                      B                      C                      D                      F  
    Outstanding      Very Good      Average      Marginal      Unsatisfactory

Student \_\_\_\_\_ Program \_\_\_\_\_

Company \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

<p><b>1. Accuracy of Work</b></p> <ol style="list-style-type: none"> <li>1. Makes many errors</li> <li>2. Is careless</li> <li>3. Is fairly accurate</li> <li>4. Is usually accurate</li> <li>5. Is very accurate</li> </ol>	<p><b>5. Use of Materials</b></p> <ol style="list-style-type: none"> <li>1. Very wasteful</li> <li>2. Wasteful</li> <li>3. Fairly conservative</li> <li>4. Conservative</li> <li>5. Very Conservative</li> </ol>
<p><b>2. Care of Working Space</b></p> <ol style="list-style-type: none"> <li>1. Very untidy</li> <li>2. Untidy</li> <li>3. Keeps space fairly clean</li> <li>4. Keeps space clean</li> <li>5. Space very clean and orderly</li> </ol>	<p><b>6. Leadership Ability</b></p> <ol style="list-style-type: none"> <li>1. Very Poor</li> <li>2. Poor</li> <li>3. Average</li> <li>4. Good</li> <li>5. Excellent</li> </ol>
<p><b>3. Handling of Tools, Equipment, Merchandise &amp; Company Property</b></p> <ol style="list-style-type: none"> <li>1. Very rough and careless</li> <li>2. Rough and careless</li> <li>3. Fairly careful</li> <li>4. Careful</li> <li>5. Very careful</li> </ol>	<p><b>7. Pace of work</b></p> <ol style="list-style-type: none"> <li>1. Very slow</li> <li>2. Slow</li> <li>3. Average</li> <li>4. Fast</li> <li>5. Very fast</li> </ol>
<p><b>4. Use of Working Time</b></p> <ol style="list-style-type: none"> <li>1. Very wasteful of time</li> <li>2. Wastes time with others</li> <li>3. Fairly busy</li> <li>4. Busy</li> <li>5. Very Busy</li> </ol>	<p><b>8. Attitude Toward Fellow Workers</b></p> <ol style="list-style-type: none"> <li>1. Very disrespectful and uncooperative</li> <li>2. At times is disrespectful and uncooperative</li> <li>3. Fairly respectful and cooperative</li> <li>4. Respectful and cooperative</li> <li>5. Very respectful and cooperative</li> </ol>

<p><b>9. Observation of Safety Rules</b></p> <ol style="list-style-type: none"> <li>1. Disregards rules openly</li> <li>2. Disregards rules when not watched</li> <li>3. Unconsciously breaks rules</li> <li>4. Observes rules most of the time</li> <li>5. Observes rules at all times</li> </ol>	<p><b>12. Responsibility</b></p> <ol style="list-style-type: none"> <li>1. Always evades responsibility</li> <li>2. At times evades responsibility</li> <li>3. Reluctantly accepts responsibility</li> <li>4. Likes it</li> <li>5. Seeks it and handles it well</li> </ol>
<p><b>10. Attendance</b></p> <ol style="list-style-type: none"> <li>1. Absent a great deal – no valid reason</li> <li>2. Absent occasionally – no valid reason</li> <li>3. Absent occasionally with valid reason</li> <li>4. Seldom absent or tardy</li> <li>5. Never absent or tardy</li> </ol>	<p><b>13. Initiative</b></p> <ol style="list-style-type: none"> <li>1. Very poor</li> <li>2. Poor</li> <li>3. Average</li> <li>4. Busy most of the time</li> <li>5. Always busy and productive</li> </ol>
<p><b>11. Attitude Toward Fellow Workers</b></p> <ol style="list-style-type: none"> <li>1. Very Poor</li> <li>2. Poor</li> <li>3. Average</li> <li>4. Good</li> <li>5. Very Good</li> </ol>	<p><b>14. Personal appearance, cleanliness</b></p> <ol style="list-style-type: none"> <li>1. Very Poor</li> <li>2. Untidy</li> <li>3. Average</li> <li>4. Neat</li> <li>5. Exceptionally neat</li> </ol>

Student has seen appraisal?  Yes  No

Total Score \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cooperative Education Officer