

## COOPERATIVE WORK EXPERIENCE LEARNING OUTCOMES

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
STUDENT ID #

\_\_\_\_\_  
TERM

\_\_\_\_\_  
SITE (COMPANY NAME)

\_\_\_\_\_  
SITE SUPERVISOR (FIRST & LAST NAME)

**STUDENT INSTRUCTIONS:**

**Beginning of CWE:** Determine 3-5 learning outcomes that are agreed upon by your site supervisor and CWE Instructor. Get the required signatures on page 2 and turn this form in to your CWE instructor.

**End of CWE:** You will be evaluated on how well you achieved your learning outcomes and workplace skills. Complete a self-evaluation (student rating section below). Have your site supervisor evaluate your performance (supervisor rating section below). Turn this completed form in to your CWE instructor for grading.

**SITE SUPERVISOR INSTRUCTIONS:**

**Beginning of CWE:** Assist the student with identifying 3-5 learning outcomes.

**End of CWE:** Evaluate the student on how well they achieved their learning outcomes and workplace skills. Please sign on page 2 to verify completion of performance evaluation.

**EVALUATION RATING:**

4= excellent   3= good   2= satisfactory   1= needs development   0= unsatisfactory   n/a= not applicable

<b>Learning Outcomes</b> Learning outcomes should be realistic and specific. They must tell <i>What</i> is to be accomplished, <i>How</i> , by <i>When</i> , and <i>How Measured</i>		<b>Performance Evaluation</b> <i>(use 0-4 ratings)</i>		
		<b>Student Self-Rating</b>	<b>CWE Instructor Rating</b>	<b>Site Supervisor Rating</b>
1.				
2.				
3.				
4.				
5.				

<b>Workplace Skills Outcomes</b> Student agrees to abide by these and will be evaluated on them at the end of the CWE by the site supervisor.		<b>Performance Evaluation</b> (use 0-4 ratings)		
		<b>Student Self-Rating</b>	<b>CWE Instructor Rating</b>	<b>Site Supervisor Rating</b>
1.	<b>Time Management:</b> <ul style="list-style-type: none"> <li>• Complete jobs on time</li> <li>• Look for work to do</li> <li>• Prioritize appropriately</li> </ul>			
2.	<b>Interpersonal Relations:</b> <ul style="list-style-type: none"> <li>• Cooperate with supervisors</li> <li>• Work well with others</li> <li>• Accept suggestions</li> <li>• Have a positive attitude</li> <li>• Seek to understand</li> </ul>			
3.	<b>Attendance:</b> <ul style="list-style-type: none"> <li>• Be on time to work and remain until hours are completed</li> <li>• Alert supervisor if absent or late for work hours and/or work-related tasks</li> </ul>			
4.	<b>Appearance:</b> <ul style="list-style-type: none"> <li>• Dress appropriately for the workplace</li> <li>• Exhibit cleanliness and good hygiene</li> </ul>			
5.	<b>Problem Solving:</b> <ul style="list-style-type: none"> <li>• Follow rules and all directions</li> <li>• Work independently</li> <li>• Be accurate and careful</li> <li>• Adapt to work conditions</li> <li>• Follow through</li> <li>• Look for ways to improve, alert to new methods.</li> </ul>			

<b>CWE Instructor Comments:</b>	<b>Evaluation Grade</b>	
	<b>Seminar Grade</b>	
	<b>Overall Grade</b>	

\_\_\_\_\_  
STUDENT SIGNATURE  
(Beginning of CWE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CWE INSTRUCTOR SIGNATURE  
(Beginning of CWE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SITE SUPERVISOR SIGNATURE  
(Beginning of CWE) Verifies initial receipt of Learning Outcomes

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SITE SUPERVISOR SIGNATURE  
(End of CWE) Verifies completion of Performance Evaluation

\_\_\_\_\_  
DATE