

Evaluation Form of CWIE Student Performance (Co-op/Internship)

Directions:

1. The respondent of this evaluation form must be the student's mentor or any person on his/her behalf.
2. If you are unable to fill in this evaluation form online, please inform the coordinator so that the coordinator will have a paper evaluation form mailed to you.

Part 1: General information *(The faculty member will fill in 1.1 if the paper format is used.)*

1.1 Student's name-surname: _____ Student ID number: _____

Major: _____ Faculty: _____

Company/ workplace: _____

1.2) Assessor's name-surname: _____

Position: _____ Department: _____

Part 2: Evaluation of Student Performance

2.1 Kindly put a check mark (✓) on the box that corresponds to your satisfaction. (Where 5 = the most satisfied and 1 = the least satisfied)

Items		Level of Satisfaction				
		5	4	3	2	1
LO 1	Knowledge and ability					
EN 05	Performs all assigned duties in a given period of time					
CI 05	Performs work with accuracy and quality as specified					
EN 03	Has sufficient academic knowledge of assigned tasks					

Items		Level of Satisfaction				
		5	4	3	2	1
CI 02	Is capable of learning new things quickly					
CI 04	Applies concepts/ theories to work practice as assigned					
LO 2	Work Skills					
PA 02	Analyzes data and problems carefully before making decisions					
PA 03	Can resolve immediate problems and can be trusted to make decisions at work					
PA 05	Can determine the scope, work plan, objectives and work priorities					
EN 06	Willingly improves oneself or relative work as specified in the objectives and has entrepreneurial awareness					
CN 04	Coordinates well with clarity, accuracy and unambiguity; Can make inquiries to get information and report work operations or any conflicts to a supervisor					
CN 03	Has good presentation skills, making a presentation interesting and easy to understand					
CN 01	Can work through online channels					
TD 04	Is aware of the importance of information security on social media (e.g. Line, Fb)					
TD 01	Can produce documents or visual aids for presentation					
TD 02	Can use technology to search for and check the information					
TD 05	Can use technology to increase the work efficiency					
LO 3	Ethics					
CT 01	is responsible for the assigned tasks and can be trusted to work independently without control					
CT 02	Follows the organization's code of conduct, regulations and policy; learns and complies with the organizational culture without any co-worker conflicts; follows the working-time regulations (e.g. reporting to work on time and taking leaves)					

Items		Level of Satisfaction				
		5	4	3	2	1
EN 04	Follows the professional ethics; does not commit any actions which are against or violate the law; does not cause any trouble to others; works with honesty, integrity and generosity					
LO 4	Character					
CI 03	Works with care, enthusiasm and determination to reach an accomplishment; never give up in the face of obstacles and problems					
CN 02	Has good personality; is well-behaved and humble with proper dress code, good manner and punctuality					
CT 03	Is friendly and able to work well with others					
Total score						

2.2 Please give suggestions for student performance improvements

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Part 3: Evaluation of Projects/ student work

3.1 Title of Project / Student Work

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3.1.1 Project Utilization (Please select ONE)

☐ The company put the student's project/report into actual use. OR ☐ The company did not put the student's project/report into use.

3.1.2 Project Dissemination Permission (Please select ONE)

☐ The company is willing to allow the student to submit this project/report to the network and national-level CWIE Project Competitions, with the company participating in verifying the intellectual property rights, accuracy, and suitability of the information. OR ☐ The company is willing to allow the student to present this project/report only for academic curriculum purposes.

3.2 The benefits which the workplace receives from students' project/ work or working operations: The workplace can...

- ☐ increase the quality of work ☐ decrease working hours ☐ reduce operating expenses
☐ solve work problems ☐ others.....

3.3 Kindly put a check mark (✓) on the box that corresponds to your satisfaction on a student's project/ work. (Where 5 = the most satisfied and 1 = the least satisfied)

Items	Level of Satisfaction				
	5	4	3	2	1
The workplace's satisfaction level on a student's project/ work					

3.4 If given the opportunity, would you hire the student as an employee of your company?

- () Yes (Hire) () Unsure () No (Do Not Hire)

3.5 If given the opportunity, would you recommend DPU students to your friends, organizations, or other companies you know?

- () Yes (Recommend) () Unsure () No (Do Not Recommend)

3.6 Please indicate the level of your willingness to recommend DPU students to your friends, organizations, or other companies you know. (Where 5 = Highest Willingness/Strongly Recommend and 1 = Lowest Willingness/Do Not Recommend)

Items	Level of Satisfaction				
	5	4	3	2	1
Willingness to Recommend DPU Students					

3.7 How does your workplace benefit from CWIE?

- ☐ We benefited from the student's work/project contribution.
- ☐ Full-time staff have more time for development as the student helped lessen the workload.
- ☐ We gained an opportunity to select/recruit new permanent employees.
- ☐ We gained an opportunity to establish academic cooperation with the curriculum/faculty/university.
- ☐ Others (please specify)

3.8 Kindly put a check mark (✓) on the box that corresponds to your satisfaction on the coordination and supervision of cooperative advisor (Where 5 = the most satisfied and 1 = the least satisfied)

Comments on the supervision of cooperative advisor	5	4	3	2	1
1. The company received all necessary information clearly and completely.					
2. The university supervision was beneficial for the student					
3. The university supervision was beneficial for the company.					
4. The number of supervisory visits by the faculty advisor was suitable and sufficient.					
5. The timing/schedule of the faculty advisor's supervisory visit(s) was appropriate.					

3.9 Kindly put a check mark (✓) on the box that corresponds to your satisfaction on the coordination and supervision of cooperative advisor. 5 = the most satisfied, 1 = the least satisfied

Items	Level of Satisfaction				
	5	4	3	2	1
The level of satisfaction on the coordination and supervision					

3.10 Suggestions/additional comments

3.10.1 Student Preparation Prior to Placement/Work

3.10.2 Student Evaluation/Assessment Process

3.10.3 Opportunities for Future Cooperation/Collaboration.....

3.10.4. Other Suggestions/comments.....

Assessor's signature

(.....)

Date/...../.....

Note: Submission of paper evaluation form

1. Submit your evaluation form to the cooperative advisor on the date of evaluation meeting held by the workplace.

2. Submit your evaluation form to the student (Please enclose your evaluation form in a sealed envelop with your signature across the flap before handing it in).

****We (DPU) highly appreciate your kind cooperation in this matter****