

## Evaluation Form of Student Performance (CWIE/ 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/ a student 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. 5 = the most satisfied, 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					
<b>LO 2</b>	<b>Work Skills</b>					
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					
<b>LO 3</b>	<b>Ethics</b>					
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	<b>Character</b>					
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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3.2 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. 5 = the most satisfied, 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 you could choose, would you hire the student to work for your workplace?

( ) yes                      ( ) unsure                      ( ) no

3.5 How does your workplace benefit from CWIE?

- ☐ The workplace receives benefits from the students' contributions to work.
- ☐ Full-time staff have more time to develop their working skills as CWIE students help lessen their workload.

☐ The workplace gets more chances to select new full-time employees.

☐ The workplace can build an academic cooperation with the program/ faculty/ university

☐ Others (please specify) .....

3.6 Comments on the supervision of cooperative advisor

☐ The supervision is useful for the students and workplace

☐ The number of supervision sessions are suitable and sufficient to the supervision needs.

☐ The length of supervision time is suitable and sufficient.

☐ Others (please specify) .....

3.7 Kindly put a check mark (✓) on the box that corresponds to your satisfaction on the coordination of CWIE project. 5 = the most satisfied, 1 = the least satisfied

Items	Level of Satisfaction				
	5	4	3	2	1
The workplace's level of satisfaction on the CWIE coordination					

3.8 Additional comments/ suggestions

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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\*\***



## Evaluation Form of the Implementation of CWIE Project/ Internship of DPU Students

(Only for the student who wants to join the CWIE contest)

Assessor's name-surname: ..... Position: .....

Department: ..... Company: .....

Student's name-surname: ..... Start work date: ..... End date: .....

Project's title: .....

☐ How does the workplace/ company benefit from student's project? The project can...

☐ increase the quality of work

☐ reduce working hours

☐ solve work problems

☐ reduce operating expenses

☐ Others or further explanation .....

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☐ The workplace/ company gains benefits from implementing the student's project.

☐ The workplace/ company is willing to allow the student to submit their project to CWIE contest both in the regional and national levels. The workplace/ company can take part in examining the student's rights, the accuracy and appropriateness of the information.

Assessor's signature

(.....)

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