

## CO-OP WORK TERM REPORT COVER PAGE

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Student Job Title: \_\_\_\_\_

### Objectives:

To incorporate your goals, daily logs or journals into a report that clearly demonstrates your work term in regard to the scope, learning, interpersonal and other related issues. The Co-op Work Term Report work and the satisfactory completion of the work term will constitute the Co-op credit.

### Co-op Consultant Use Only:

#### WORK TERM REPORT CHECKLIST

- ☐ Successfully completed all Co-op modules online
- ☐ Attached signed CO-OP RECORD OF ATTENDANCE
- ☐ Attached signed CO-OP OUTCOMES & OBJECTIVES
- ☐ Attached signed EMPLOYER'S EVALUATION OF CO-OP STUDENT
- ☐ Attached updated résumé
- ☐ Contract successfully completed

#### COMMENTS:

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☐ PASS ☐ FAIL ☐ INCOMPLETE

## CO-OP RECORD OF ATTENDANCE

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature\*: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*I affirm that the hours and dates below are accurate to the best of my knowledge

Week 1: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 2: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 3: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 4: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 5: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 6: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 7: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 8: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 9: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 10: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 11: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 12: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 13: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 14: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 15: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

Week 16: \_\_\_\_ / \_\_\_\_ -- \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_

### Additional Details

- **Submit this document as a package via Moodle.**
- **Incomplete reports will not be accepted**
- **Plagiarized or improperly cited information may result in a grade of 'F'**
- **Failure to complete and submit any of the forms may result in a grade of 'F'**
- **Failure to submit the Co-op Work Term Report before the deadline may result in a grade of 'F'**
- **If you are unsure about any of these instructions, contact the Co-op Advisor immediately to schedule a meeting.**

**TOTAL HOURS:** \_\_\_\_

## CO-OP OUTCOMES & OBJECTIVES

As part of your work term report, you must meet with your supervisor/employer three times during the work term this form should be completed by the student upon discussion with their supervisor before being signed

**1<sup>st</sup> Meeting:** during the first month of the work term to determine **EMPLOYER'S** objectives/expectations for student

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2<sup>nd</sup> Meeting:** during the second month of the work term to determine if student is meeting the requirements/expectations of the job and possible areas for improvement

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Areas to improve:

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3<sup>rd</sup> Meeting:** during the final week of the work term to discuss outcomes and performance, sign the *Record of Attendance* form and complete the *Employers Evaluation of Co-operative Student* form

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Work Term evaluation has been discussed with student ☐ Yes ☐ No

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYER'S EVALUATION OF CO-OP STUDENT

- THIS FORM MUST BE COMPLETED BY THE EMPLOYER, NOT THE STUDENT
- This evaluation must be included in the Co-op Work Term Report to receive a passing grade

Supervisor Name: \_\_\_\_\_ Supervisor Tel: \_\_\_\_\_

<b>ATTITUDE - APPLICATION TO WORK</b> <input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested		<b>ABILITY TO LEARN</b> <input type="checkbox"/> Learned work exceptionally well <input type="checkbox"/> Learned work readily <input type="checkbox"/> Average in understanding work <input type="checkbox"/> Very slow to learn		<b>DEPENDABILITY</b> <input type="checkbox"/> Completely dependable <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes dependable <input type="checkbox"/> Unreliable	
<b>INITIATIVE</b> <input type="checkbox"/> Self-starter <input type="checkbox"/> Does all assigned work <input type="checkbox"/> Hesitates <input type="checkbox"/> Needs frequent prompting		<b>QUALITY OF WORK/SKILL LEVEL</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Below average		<b>RELATIONS WITH OTHERS</b> <input type="checkbox"/> Exceptionally well accepted <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has difficulty working with others	
<b>COMMUNICATION</b>  <b>VERBAL</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement	<b>WRITTEN</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> N/A	<b>QUANTITY OF WORK</b> <input type="checkbox"/> Unusually high output <input type="checkbox"/> More than average <input type="checkbox"/> Normal amount <input type="checkbox"/> Below average <input type="checkbox"/> Low output, slow		<b>JUDGEMENT</b> <input type="checkbox"/> Exceptionally mature in judgement <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgement <input type="checkbox"/> Consistently uses bad judgement	
<b>ATTENDANCE:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <b>PUNCTUALITY:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <b>OVERALL PERFORMANCE:</b> <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory					

1. The student's outstanding professional qualities are:

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2. Professional qualities the student should strive most to improve are:

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WOULD YOU CONSIDER THIS PERSON FOR FUTURE EMPLOYMENT WITH YOUR COMPANY? Yes ☐ No ☐

This report has been discussed with the student: Yes ☐ No ☐

At least three meetings have been held to discuss the student's progress: Yes ☐ No ☐

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_