

# COOPERATIVE EDUCATION SUPERVISOR EVALUATION OF STUDENT

Subject #	CS 280PR
CRN	40099

TERM: Spring 2024

Kamau Gatson	L00691289
Student Name	Student L #
Lane Community College	Jennifer Dumble
Name of Company or Agency	Supervisor at Work Site

Description of learning experience (work assignments & duties): **Programming Experience:** Objective: Students will independently develop and implement digital forms with javascript, database queries, and configure workflows along with a programmer.

## KEY:

5 = OUTSTANDING  
4 = VERY GOOD  
3 = AVERAGE  
2 = MARGINAL  
1 = UNSATISFACTORY  
N/A = NOT

## Documentation Skills:

Objective: Students will produce concise technical documentation for IT processes, systems, and troubleshooting procedures, enhancing their ability to communicate complex technical information.

## Team Collaboration:

Objective: Students will actively engage in collaborative team projects, demonstrating effective communication, cooperation, and contribution to the success of the team's objectives.

## Quality of Work

- |   |   |   |
|---|---|---|
| 5 | Produces acceptable work; is accurate and thorough                                      | Effective team collaboration in a Virtual Environment:  |
| 5 | Demonstrates progress in developing job-specific skills                                 | Objective: Students will actively contribute to virtual team environments, participating in collaborative efforts through virtual meetings and effectively utilizing online platforms for communication and coordination. |
| 5 | Performs duties in a timely and professional manner                                     |   |
| 5 | Looks for ways to improve; shows initiative   | Adaptability:   |
| 5 | Readily identifies problems and/or errors then makes corrections and/or finds solutions | Objective: Students will exhibit adaptability by successfully navigating and solving challenges associated with different technologies and tasks encountered during the internship.                                       |
| 5 | Deals with routine tasks efficiently  |   |

## Professionalism/Work Ethic

- |     |  |   |
|-----|--|---|
| 5   | Manages time in an effective and appropriate way                             | Objective: Students will apply a high level of technical aptitude in problem-solving, troubleshooting, and optimizing different applications and code within the scope of the internship. |
| 5   | Consistently follows through on tasks  |   |
| N/A | Performs effectively under pressure  | Technical Documentation and Workflow Creation:  |
| 5   | Demonstrates appropriate job-specific reading and information skills         | Objective: Students will create and maintain clear documentation and workflows, contributing to the knowledge base of the team.   |
| 5   | Uses technology competently, selecting tools appropriate to the task         |   |
| 5   | Attends regularly, arrives on time and arranges lateness/time off in advance |   |
| 5   | Dress and grooming appropriate for the job                                   |   |

## Communication Skills

- |   |  |
|---|--|
| 5 | Accepts and responds appropriately to feedback and suggestions                                     |
| 5 | Demonstrates ability to communicate effectively with co-workers, supervisors, managers and clients |
| 5 | Works well with co-workers; contributes to team effort   |
| 5 | Understands and follow instructions  |
| 5 | Respects and works effectively with diverse people   |

## Overall Performance

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Co-op Coordinator: Gerry Meenaghan

Special notes:

## Student Strengths:

He was comfortable and adapted well to our hybrid environment. He was able to self manage his time and asked the right questions when needed. His communication was accurately detailed and timely. We would hire him in a minute.

## Areas for improvement:

He could have asked more questions about the new tools we gave him.  
Work on non technical communication language with end users.

## Please list specific skills this student has learned in this work site:

Programming Experience:

Objective: Students will independently develop and implement digital forms with javascript, database queries, and configure workflows along with a programmer.

Documentation Skills:

Objective: Students will produce clear and concise technical documentation for IT processes, systems, and troubleshooting procedures, enhancing their ability to communicate complex technical information.

Team Collaboration:

Objective: Students will actively engage in collaborative team projects, demonstrating effective communication, cooperation, and contribution to the success of the team's objectives.

Effective Team Collaboration in a Virtual Environment:

Has this student learned and demonstrated appropriate skills to be competitive for future employment in this field? Yes  
Objective: Students will actively contribute to virtual team environments, participating in collaborative efforts through virtual meetings and effectively utilizing online platforms for communication and coordination.

Has this report been discussed with the student? No

Adaptability:

Immediate Supervisor Signature: Jennifer Dumble Date: 06/06/2024  
Objective: Students will exhibit adaptability by successfully navigating and solving challenges associated with different technologies and tasks encountered during the internship.  
Print Name: Jennifer Dumble Signer ID: 92YMJIWO10...

Technical Aptitude:

Objective: Students will apply a high level of technical aptitude in problem-solving, troubleshooting, and optimizing different applications and code within the scope of the internship.

Technical Documentation and Workflow Creation:

Objective: Students will create comprehensive technical documentation and workflows, contributing to the knowledge base of the team.