



CO-OPERATIVE EDUCATION – EDUCATION THAT WORKS!

STUDENT ASSESSMENT OF LEARNING

Student: _____ Date: _____

Employer: _____ Supervisor: _____

To be completed by the student at the end of the work-term and included with your other work-term assignments.

Consider your work term learning plan, goals and action steps and comment on the following:

What knowledge, skills or understandings did you transfer from previous experiences that helped you perform more effectively on this Co-op experience? (e.g. school, other Co-op work term, volunteer or paid work, leisure activities, etc.)

Which work term goals did you meet well?

How did you do this? (e.g. what tools and techniques did you use to help you learn?)

Which work term goals were difficult to meet? Why?

How might you work on these in the future?

Reflect back to an incident where you developed a particular skill noted in your work term goals. How did you learn from the incident? Can you recall any significant positive or negative experiences that helped you learn?

What can you now do better as a result?

What did you do to influence, change or enhance your learning during this work term? What could you have done?

What could you have done to improve your Co-op experience?

What could your supervisor have done to improve your Co-op experience?

Over this Co-op term, what was the most meaningful thing you learned about yourself that was not included in your work term goals? Think about what you have learned:

- professionally (career area, workplace behaviour, transferable skills such as interpersonal or communication, discipline-specific or technical skills, etc.); and/or,
- personally (level of confidence, attitudes, behaviours, values, beliefs, etc.).

SELF-ASSESSMENT OF PERFORMANCE

This section allows you an opportunity to comment on your performance during your Co-op work term. Your supervisor will also be completing an evaluation. It is ideal for you and your employer to discuss your performance at the end of the work term to aid in your personal and career development. We will also discuss this feedback further at your Return to School Meeting when you return to your academic studies.

Please rate yourself on the following scale (1 is poor - 5 is excellent).

COMMUNICATION

- expresses thoughts clearly and effectively verbally 1 2 3 4 5
- expresses thoughts clearly and effectively in writing 1 2 3 4 5
- asks questions for clarification and direction 1 2 3 4 5

INTERPERSONAL AND TEAM SKILLS

- gets along well with different personalities/ages/cultures 1 2 3 4 5
- manages and resolves conflict appropriately 1 2 3 4 5
- listens and responds to feedback effectively 1 2 3 4 5
- works well with others to accomplish a mutual goal 1 2 3 4 5
- open to and supportive of ideas, opinions and contributions of team members 1 2 3 4 5

QUICK LEARNER

- learns new information or tasks quickly with little supervision 1 2 3 4 5
- acknowledges their mistakes and learns from them 1 2 3 4 5
- demonstrates a willingness to continuously learn and develop 1 2 3 4 5

CRITICAL THINKING/ANALYTICAL/PROBLEM SOLVING

- identifies the root of a problem and is creative in exploring possible solutions 1 2 3 4 5
- thinks logically though a situation, breaks it down into component parts and develops a plan of action 1 2 3 4 5

ORGANIZATION/TIME MANAGEMENT/MULTI TASKING

- stays focused on tasks and meets their deadlines 1 2 3 4 5
- manages multiple responsibilities effectively and concurrently 1 2 3 4 5
- works well under pressure 1 2 3 4 5

ADAPTABLE/FLEXIBLE

- demonstrates a willingness to alter their plans to match changing needs 1 2 3 4 5
- keeps open to and responds constructively to change 1 2 3 4 5

INDEPENDENT WORK AND JUDGEMENT

- takes direction, prioritizes work and accomplishes assigned tasks with minimal supervision 1 2 3 4 5
- demonstrates effective decision making and follows through to completion 1 2 3 4 5
- consults others when necessary to improve outcomes and performance 1 2 3 4 5

INITIATIVE AND CREATIVITY

- identifies what needs to be done and does it proactively 1 2 3 4 5
- seeks out and takes on additional duties and assignments 1 2 3 4 5
- shows innovation and creativity when seeking new approaches 1 2 3 4 5

COMMITMENT AND DEDICATION

- ensures that work is done to the best of your ability 1 2 3 4 5
- pays close attention to detail and works with accuracy 1 2 3 4 5

