

OLYMPIC COLLEGE
COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

Co-op Faculty Advisor Worksite Visit Checklist

1. **Dependability:** Is the student regular in attendance, on time, and consistent to notify in advance when unavoidably absent?
 Exceptional Reliable Needs Improvement
2. **Cooperation:** Does the student follow rules and instructions willingly and exhibit an attitude of helpfulness?
 Exceptional Reliable Needs Improvement
3. **Appearance:** Is the student well-groomed and dressed appropriately (uniform if required)?
 Exceptional Reliable Needs Improvement
4. **Public Relations:** Does the student maintain positive, professional relations with co-workers and the public? Does the student create good public relations for the company/agency?
 Exceptional Reliable Needs Improvement
5. **Interest in Learning:** Does the student make the most of opportunities available in their training situation to learn and take on responsibility?
 Exceptional Reliable Needs Improvement
6. **Ability to Learn:** Does the student exhibit ability to learn this type of work?
 Exceptional Reliable Needs Improvement
7. **Initiative:** After appropriate training, does the student take initiative to work on his/her own? Does the student increasingly see what needs to be done and do it, without seeking or needing excessive direction or prodding?
 Exceptional Reliable Needs Improvement
8. **Accuracy:** Is the student accurate in the work? Does the student take care to check work?
 Exceptional Reliable Needs Improvement
9. **Speed:** Does the student do the assigned work with acceptable and appropriate speed?
 Exceptional Reliable Needs Improvement
10. **Use of Technology, Tools and Equipment:** Does the student use tools and equipment safely and efficiently, following correct methods and procedures?
 Exceptional Reliable Needs Improvement
11. **What grade would you give the student's performance at this time?**
 A Excellent B Good C Fair D Needs Improvement

COMMENTS: _____
