



# Maui Community College

University of Hawai'i System



## EMPLOYER'S / FIELD SUPERVISOR'S EVALUATION OF STUDENT'S WORK PERFORMANCE AND COMPLETION OF LEARNING / PERFORMANCE OBJECTIVES MID-TERM AND FINAL EVALUATIONS – FORM 5

NAME OF STUDENT \_\_\_\_\_ MAJOR \_\_\_\_\_ SEMESTER / YEAR \_\_\_\_\_  
FIELD SITE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Evaluation information will be used to assess overall Co-op performance, in providing career guidance as needed, and in determining the course grade and credits at the end of the field experience. **The first column is for the mid-term evaluation (Mid); the second column is for the final evaluation (Final).** The student is responsible to notify the employer / field supervisor when the evaluations are due and to submit them to the Co-op office. **Parts I and II must be completed for grading purposes.**

### PART I: WORK PERFORMANCE

Instructions: Please check the phrase which most accurately describes the student's work performance.

#### 1. RELATIONS WITH OTHERS

Mid	Final
	Exceptionally well accepted
	Works well with others
	Gets along satisfactorily
	Some difficulty working with others
	Works very poorly with others

#### 2. ATTITUDE-APPLICATION TO WORK

Mid	Final
	Outstanding in enthusiasm
	Very interested and industrious
	Average in diligence and interest
	Somewhat indifferent
	Definitely not interested

#### 3. JUDGMENT

Mid	Final
	Exceptionally mature
	Above average in decision making
	Usually makes appropriate decisions
	Often uses poor judgment
	Consistently uses poor judgment

#### 4. DEPENDABILITY

Mid	Final
	Completely dependable
	Above average in dependability
	Usually dependable
	Sometimes negligent
	Not reliable

#### 5. ABILITY TO LEARN

Mid	Final
	Exceptionally fast to learn
	Learns readily
	Average in learning
	Rather slow to learn
	Requires considerable assistance

#### 6. JOB KNOWLEDGE

Mid	Final
	Exceptional competence and skills
	Understands job well
	Moderately informed
	Requires considerable checking
	Poorly informed and inadequate

#### 7. WORK PRODUCTION (volume/quality)

Mid	Final
	Superior quality / volume
	Above average quality / volume
	Satisfactory quality / volume
	Below average production
	Very low production

#### 8. PERSONAL APPEARANCE

Mid	Final
	Appropriate, always excellent
	Appropriate, usually very good
	Acceptable, improvement needed
	Often inappropriate, much improvement needed

(Continued on next page)

Maui Community College does not discriminate on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court records, sexual orientation, or status as a covered veteran.

**9. ATTENDANCE**

<b>Mid</b>	<b>Final</b>
	Always regular and prompt
	Usually present and prompt
	Occasionally absent and late
	Frequently absent and late
	Poor attendance record

**10. COMMUNICATION**

<b>Mid</b>	<b>Final</b>
	Superior speech and expression
	Above average speech and expression
	Average speech and expression
	Some difficulty communicating
	Difficulty communicating

**PART II: COMPLETION OF LEARNING / PERFORMANCE OBJECTIVES**

**INSTRUCTIONS:** List each approved objective briefly. Rate level of completion using scale below. Mid-term evaluation measures level of progress. Final evaluation measures level of completion at the end of the Co-op field experience.

**RATING SCALE:** 1=more than satisfactory; 2=satisfactory; 3=unsatisfactory; 4=unable to evaluate (please explain)

<b>Mid</b>	<b>Final</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>STANDARD LEARNING OBJECTIVE 1:</b> By the end of the field experience, student will perform assigned duties and fulfill expectations at the standard designated by the field supervisor. Appropriate and necessary training will be provided.
<input type="checkbox"/>	<input type="checkbox"/>	<b>STANDARD LEARNING OBJECTIVE 2:</b> By the end of the field experience, student will be able to explain the organizational structure of the field site. [ <b>Level II or III:</b> _____] _____ ]
<input type="checkbox"/>	<input type="checkbox"/>	<b>LEARNING OBJECTIVE 3:</b> _____ _____

**PART III: EMPLOYER’S / FIELD SUPERVISOR’S COMMENTS**

Please include comments and recommendations that should be emphasized in the student’s evaluation and career planning.

**MID-TERM:** \_\_\_\_\_  
\_\_\_\_\_

**FINAL:** \_\_\_\_\_  
\_\_\_\_\_

**Mid-term:** Discussed with student. Yes\_\_\_ No\_\_\_      **Final:** Discussed with student. Yes \_\_\_ No \_\_\_

**OVERALL PERFORMANCE RATING:**

<b>Mid-term:</b>	Superior	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory
<b>Final:</b>	Superior	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory

**Mid-term:** \_\_\_\_\_  
Employer’s / Field Supervisor’s Signature / Title / Date

**Final:** \_\_\_\_\_  
Employer’s / Field Supervisor’s Signature / Title / Date

Thank you for your assistance and cooperation.

WALLETTE GARCIA PELLEGRINO, COORDINATOR  
984-3239  
Ka Lama 111  
[wallette@hawaii.edu](mailto:wallette@hawaii.edu)

FAX (808) 244-3228