

**University of West Florida
Cooperative Education Student Mid Term Self-Evaluation**

Student's Name _____ Date _____

1 (I cannot demonstrate this ability) 2 (I seldom demonstrate this ability) 3 (I sometimes demonstrate this ability)
 4 (I usually demonstrate this ability) 5 (I always demonstrate this ability) (Please be honest, your grade is not affected by these responses).

If any criteria are not applicable to this experience, please leave the response blank.

Communication Skills

In my cooperative education experience, I feel as if I am able to:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Read, comprehend and follow written materials. | 1 | 2 | 3 | 4 | 5 |
| 2. Communicate ideas and concepts clearly in writing. | 1 | 2 | 3 | 4 | 5 |
| 3. Listen to others in an active and attentive manner. | 1 | 2 | 3 | 4 | 5 |
| 4. Effectively participate in meetings or group settings. | 1 | 2 | 3 | 4 | 5 |
| 5. Demonstrate effective verbal communication skills. | 1 | 2 | 3 | 4 | 5 |
| 6. Ask pertinent and purposeful questions. | 1 | 2 | 3 | 4 | 5 |

Vocational/Career Preparation

In my cooperative education experience, I feel as if I am able to:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Break down complex tasks/problems into manageable pieces. | 1 | 2 | 3 | 4 | 5 |
| 2. Brainstorm/develops options and ideas. | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrate an analytical capacity. | 1 | 2 | 3 | 4 | 5 |
| 4. Exhibit a self-motivated approach to work. | 1 | 2 | 3 | 4 | 5 |
| 5. Demonstrate an ability to set appropriate priorities/goals. | 1 | 2 | 3 | 4 | 5 |
| 6. Exhibit a professional behavior and attitude. | 1 | 2 | 3 | 4 | 5 |
| 7. Report to work as scheduled and on-time. | 1 | 2 | 3 | 4 | 5 |
| 8. Maintain dress and appearance that are appropriate for this organization. | 1 | 2 | 3 | 4 | 5 |

Leadership

In my cooperative education experience, I feel as if I am able to:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Manage and resolve conflict in an effective manner. | 1 | 2 | 3 | 4 | 5 |
| 2. Support and contribute to a team atmosphere. | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrate an assertive, but appropriate behavior. | 1 | 2 | 3 | 4 | 5 |
| 4. Seek to understand and support the organization's mission/goals. | 1 | 2 | 3 | 4 | 5 |
| 5. Fit in with the norms and expectations of the organization. | 1 | 2 | 3 | 4 | 5 |
| 6. Seek out and utilizes appropriate resources. | 1 | 2 | 3 | 4 | 5 |
| 7. Work within appropriate authority and decision-making channels. | 1 | 2 | 3 | 4 | 5 |

Integrity/Values

In my cooperative education experience, I feel as if I am able to:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Exhibit a positive and constructive attitude. | 1 | 2 | 3 | 4 | 5 |
| 2. Bring a sense of values and integrity to the job. | 1 | 2 | 3 | 4 | 5 |
| 3. Accept responsibility for mistakes and learn from experiences. | 1 | 2 | 3 | 4 | 5 |
| 4. Behave in an ethical manner. | 1 | 2 | 3 | 4 | 5 |
| 5. Respect the diversity (religious/cultural/ethnic) of co-workers. | 1 | 2 | 3 | 4 | 5 |

Comments: _____

Based on the Technology Council of Central Pennsylvania - 2