



**Work Term  
Evaluation –  
Co-op Education  
Program**

**Illinois Institute of Technology  
Career Management Center**

Paul V. Galvin Library  
35 West 33rd Street  
Chicago, IL 60616

telephone: 312.567.6800  
fax: 312.567.6801 or 6489  
URL: <http://www.cmc.iit.edu>

Student Name

Major

Company

Address

City, State, Zip Code

Telephone

Supervisor' Name

Title

CMC Advisor

Work Term  
(specify Fall, Spring, or Summer + year)

**PART I – WORK OBJECTIVES & RESPONSIBILITIES**

Supervisor: Please describe the student's major areas of responsibility for this work term, and the objectives toward which he/she will be working. (These should be established at the beginning of the work term.)  
What role will he/she play in your company, and how will his/her contribution be measured?

## **PART II A – LEARNING OBJECTIVES & GOALS**

How will the student's work responsibilities relate to their academic training and studies? What skills are needed for she/he to successfully carry out her/his work objectives? How will these be developed and/or enhanced in the scope of the student's work for your company?

## **PART II B – DEMONSTRATION OF ABET CRITERIA**

According to the Accreditation Board for Engineering and Technology (ABET), students in science, engineering, and technology programs should be able to display competently the 11 skills listed below. What traits, skills, and accomplishments do you look for in order to evaluate success in each of these areas?

- (a) An ability to apply knowledge of mathematics, science, and engineering
- (b) An ability to design and conduct experiments, as well as to analyze and interpret data
- (c) An ability to design a system, component, or process to meet desired needs
- (d) An ability to function on multi-disciplinary teams
- (e) An ability to identify, formulate, and solve engineering problems
- (f) An understanding of professional and ethical responsibility
- (g) An ability to communicate effectively
- (h) An understanding of the impact of engineering solutions in a global and societal context
- (i) A recognition of the need for, and an ability to engage in life-long learning
- (j) A knowledge of contemporary issues
- (k) An ability to use techniques and modern engineering tools necessary for engineering practice

### **PART III – REVIEW OF ACCOMPLISHMENTS**

*Student's review of accomplishments* (complete this section before asking your supervisor for feedback):

Please evaluate your work over this past work term. How well did you meet your objectives and fulfill your responsibilities? In what areas do you need improvement or additional learning? What accomplishments are you proud of? What have you learned about your field that you did not know before this work experience?

*Supervisor's review of accomplishments:*

Please evaluate your co-op student's work over this past work term. How well did he/she meet their objectives and fulfill their responsibilities? What is your assessment of his/her overall skills and abilities, especially as they relate to the ABET criteria noted on the previous page?

**PART IV – FUTURE EXPECTATIONS OF STUDENT**

*Anticipated responsibilities and objectives for the next work term:*

*Additional student comments:*

*Additional supervisor comments:*

**PART V – CO-OP STATUS OF STUDENT**

This evaluation has been discussed with the student: Yes  No

This work term's start date: \_\_\_\_\_ end date: \_\_\_\_\_

Student will report back for next work term: Fall  Spring  Summer  Year \_\_\_\_\_

Number of work terms completed: \_\_\_\_\_

If student is not returning for another work term, please explain:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date