

**FACULTY REPORT  
CO-OP/INTERNSHIP SUMMARY**

STUDENT \_\_\_\_\_

FACULTY ADVISOR \_\_\_\_\_

SEMESTER \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

EMPLOYER \_\_\_\_\_

LOCATION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE OF CONTACT \_\_\_\_\_

Initial Contact \_\_\_\_\_ Follow Up \_\_\_\_\_ Method of Contact \_\_\_\_\_ Telephone \_\_\_\_\_

SUMMARY OF STUDENT'S EXPERIENCE:

CONCERNS TO BE ADDRESSED BY CAREER PLANNING AND DEVELOPMENT:

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Date

**FACULTY EVALUATION OF PLACEMENT**

STUDENT \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ FACULTY ADVISOR \_\_\_\_\_

EMPLOYER \_\_\_\_\_

DATE OF CONTACT \_\_\_\_\_ SITE VISIT: Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

Please rate the above placement using the following scale:

5=Excellent    4=Good    3=Fair    2=Poor    1=Unsuitable

*Circle only one. Please feel free to make comments as they are valuable in assessing the organization for placements.*

1. This job is appropriate for students in my department. 5 4 3 2 1

Comments \_\_\_\_\_

2. The job duties were clearly defined and matched the courses objectives. 5 4 3 2 1

Comments \_\_\_\_\_

3. The student was encouraged to accept responsibilities. 5 4 3 2 1

Comments \_\_\_\_\_

4. The work supervision was adequate. 5 4 3 2 1

Comments \_\_\_\_\_

5. This placement offers challenging, meaningful work. 5 4 3 2 1

Comments \_\_\_\_\_

To be well prepared to do this job, what courses should students take? \_\_\_\_\_

This placement should continue to be made available to our students. Yes \_\_\_\_\_ No \_\_\_\_\_

To your knowledge, are there any other positions available in this organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Suggestions for improving the internship process for students \_\_\_\_\_