

## ATMS 381-383 Cooperative Education Final Evaluation Form

(to be completed by the **Supervisor** at the supporting agency)

Student's Name: \_\_\_\_\_ Semester: \_\_\_\_\_ University: **UNCA**

Placement Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

I give the permission the Department of Atmospheric Sciences of UNCA to discuss this evaluation with the student.

\_\_\_ YES \_\_\_ NO

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

Please evaluate student who has been working with you during this internship by ranking the student from 1 to 5, 5 being the best, on each of the items below as follows:

**5 = Outstanding/Always**      4 = Above Average/Most of the time      3 = Average/Usually  
 2 = Below Average/Occasionally      1 = Marginal/ Hardly ever

| <b>A.</b> | <b>PERFORMANCE</b>                              | <b>RANK</b> | <b>COMMENTS</b> |
|-----------|---|-------------|-----------------|
| 1.        | Completes assigned tasks on time.               | _____       |                 |
| 2.        | Completes assigned tasks satisfactorily.        | _____       |                 |
| 3.        | Understands and follows directions carefully.   | _____       |                 |
| 4.        | Demonstrates required skills.                   | _____       |                 |
| 5.        | Demonstrates ability to perform under pressure. | _____       |                 |
| 6.        | Copes well with unexpected problems.            | _____       |                 |
| 7.        | Applies good judgments and common sense.        | _____       |                 |
| <b>B.</b> | <b>WORK HABITS</b>                              | <b>RANK</b> | <b>COMMENTS</b> |
| 8.        | Attendance.                                     | _____       |                 |
| 9.        | Punctuality.                                    | _____       |                 |
| 10.       | Courteous and polite.                           | _____       |                 |
| 11.       | Dependability.                                  | _____       |                 |
| 12.       | Dress and grooming.                             | _____       |                 |
| 13.       | Conforms to expected organization norms.        | _____       |                 |
| <b>C.</b> | <b>ATTITUDES</b>                                | <b>RANK</b> | <b>COMMENTS</b> |
| 14.       | Demonstrates desire to learn.                   | _____       |                 |
| 15.       | Demonstrates interest in organization goals.    | _____       |                 |
| 16.       | Accepts constructive criticisms.                | _____       |                 |
| 17.       | Initiative for new responsibilities and duties. | _____       |                 |
| 18.       | Relates well with co-workers.                   | _____       |                 |
| 19.       | Relates well with supervisor.                   | _____       |                 |
| 20.       | Relates well with clients or customers.         | _____       |                 |
| 21.       | Is cooperative and flexible.                    | _____       |                 |
| 22.       | Is sensitive to the needs of others.            | _____       |                 |
| 23.       | Is a good listener.                             | _____       |                 |
| 24.       | Recognizes and accepts own limitations.         | _____       |                 |
| 25.       | Asserts own views and concerns effectively.     | _____       |                 |

**D. OVERALL EVALUATION**

1. What have been the student's major strengths?

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2. What are the improvements the student may need to make in the future?

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3. Any additional comments concerning the student and the Department of Atmospheric Sciences of UNCA?

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4. Overall quality of the student's internship was: (Please check only one)

Outstanding       Above Average       Average  
 Marginal       Unsatisfactory

Thank you for your sponsorship and your assistance in improving our program.

Please return to: Dr. Doug Miller, Chair  
Atmospheric Sciences, CPO 2450, UNCA  
One University Heights, Asheville, NC 28804-8511.