

Rev 1/04

**MID-TERM EVALUATION**  
**(Internship, Co-operative and Experiential Education Program)**



**The enclosed forms must be completed and submitted by mid-term to:**

**Fran White  
CREW Center  
Jefferson Education Center  
200 W. Broadway  
213-2208  
[fwhite0006@stu.kctcs.edu](mailto:fwhite0006@stu.kctcs.edu)**

**FORM A:                   STUDENT PROGRESS REPORT**

To be completed by student's supervisor and then discussed with the student.

**FORM B:                   MID-TERM EVALUATION BY STUDENT**

To be completed by student.

**MID-TERM EVALUATION BY STUDENT**

**FORM B**

**Student** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Report for** \_\_\_\_\_ **Semester** \_\_\_\_\_

Please list below those experiences which you have had that relate directly to the learning objectives of your Training Plan.

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What other experiences have you had which are not reflected in your learning objectives?

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The task I most enjoyed was: \_\_\_\_\_

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The task I least enjoyed was: \_\_\_\_\_

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I felt rewarded when: \_\_\_\_\_

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The task for which I felt best trained was: \_\_\_\_\_

The task for which I felt least trained was: \_\_\_\_\_

Suggestions for self-improvement include: \_\_\_\_\_

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Suggestions for improvement of the training position include: \_\_\_\_\_

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**Comments:**

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**Total Hours worked during the period:** \_\_\_\_\_

## STUDENT PROGRESS REPORT FORM A

Student's Name \_\_\_\_\_ Employer \_\_\_\_\_ Date \_\_\_\_\_

	<b>Highly Effective Performance 1</b>	<b>2</b>	<b>Effective Performance 3</b>	<b>4</b>	<b>Ineffective Performance 5</b>	<b>Comments</b>
Quality of work						
Volume of work						
Team work						
Following policies and procedures						
Planning and organizing work						
Communicating						
Showing initiative and responsibility						
Punctuality						
Taking everything into consideration, determine overall effectiveness (letter grade equivalent)						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	

Summary Comments: \_\_\_\_\_

Signature of person evaluating this individual: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date discussed with student: \_\_\_\_\_