



METHODIST PILLEY INSTITUTE
SIBU

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A Note of Welcome

Thank you for your participation and commitment in this learning experience. At MPI, we see learning experience as a critical tool for integrating theory and practice. What you learn at College is realized through experience in classrooms, this in turn informs and anchors our academic programs.

Please take the time to read this handbook carefully. We hope the information provided is informative and please contact Cooperative Education & Career Services (CECS) office or Academic Co-op Coordinator should you need clarification. We are confident that students are committed to gaining the most from their time in college and that, you will be ready for the challenges in your future career.

Overview of Co-operative Education Placement Program

1.0 What is Co-op?

Co-operative education is a formal part of the curriculum that integrates classroom study with workplace experience. We set you up for success with relevant seminars to coach you. The industrial training learning experience offers opportunities to link practice with theory and equip students with the knowledge and skills needed in the 21st century business environment.

2.0 Co-Op Course (Module)

Undergraduate Programme:

For UCSI Bachelor (Hons) in Accounting Programme: 3 courses

- a. Co-Op Placement 1 (year 1)
- b. Co-Op Placement 2 (year 2)
- c. Co-Op Placement 3 (year 3)

Each co-operative course comprises of **two months' work experience** in each year of their degree programme, beginning (year 1 to final year). Each co-operative course is worth three credit units and students are graded based on a written assignment and employer's evaluation upon completion of each co-operative course. The co-op terms are normally scheduled from **SEPTEMBER TO DECEMBER**.

In the event when a student completed all academic courses, the student is eligible to choose cooperative education placement course at any other time apart from the normal schedule.

3.0 Exemption from Co-Op

- a. A student admitted from another institution to UCSI may be given credit transfer for Co-Op1 if the student possesses a diploma and has undergone practical training in the previous institution.

- b. A student who has work experience may be exempted from doing Co-Op1 if the student possesses the necessary documents from the previous work organisation. Prior approval must be obtained from the respective Dean.

Academic co-op plays a significant role in developing and refining the professional experience of the Co-op students by providing direction and feedback on their performance and advising on a range of related conceptual and practical matters. The success of the cooperative relies on the close cooperation between the student, the employers, Academic Co-op coordinators and CECS office.

4.0 Assessment Weightage:

Item	Marks allocation (%)
Student Evaluation Form	50
Logbook & Assignment	50
Total:	100

Important Note #1: Students may also need to comply with other requirements that Co-Op employers may impose either before or during employment (i.e. including physical examination/medical check-ups, criminal record checks and drug testing). Failure to participate, complete or pass the screening may affect students' eligibility and/or opportunity for Co-Op positions.

MPI COOPERATIVE EDUCATION & CAREER SERVICES (CECS) OFFICE

The **Co-Operative Education & Career Services (CECS) Office** provides integrated services to all UCSI University students to contribute to their intentional and rewarding career journey.

MPI CECS office partners with employers to create a strong network of relationships with students, alumni, recruiters, faculty, and staff. The office also establishes and facilitates employment opportunities, train and lead students as they build their careers.

Co-Operative Education & Career Services personnel:

CECS Office

Ms Alison Hii
Co-Op Placement Coordinator (CPC)

Email:
atshii@pilley.edu.my



Academic Co-op Coordinator(s)

Mr Dominic Hu
Degree in Accounting
Academic Co-op Coordinator (ACC)

Email:
dkyhu@pilley.edu.my



Ms Teo Jie

Degree in Marketing
Academic Co-op Coordinator (ACC)

Email:

jteo@pilley.edu.my



Ms Tiong Huoy Ci

Degree in Finance and Investment
Academic Co-op Coordinator (ACC)

Email:

hctiong@pilley.edu.my



Co-op Student Policy

1.0 Students need to meet the following prerequisites to be eligible for the relevant Co-Op levels:

1.1 Academic Prerequisites

- 1.1.1 Required to fulfil minimum 60% course work in each Year/ Level.
- 1.1.2 Obtain a minimum cumulative grade point average (CGPA) of 2.0 (i.e.50-59%) at the end of each academic session. **[NB: Most employers require a minimum CGPA of 2.5 (65%) or more].**
- 1.1.3 A student who has not met the above academic prerequisites is not eligible for the Co-Op attachment of that session and has to defer the Co-Op term to the following year/ until the academic prerequisites are fully met.

1.2 Non-academic Pre-requisites

Students **MUST:**

- 1.2.1 Ensure course selection of the Co-Op course (e.g. KAD1041, KAD1042, KAD1043) for Co-Op has been approved by their respective Faculties. It is important that the necessary fee(s) be paid. Failure to do so will disqualify students for the Co-Op during that particular period.
- 1.2.2 Submit their Curriculum Vitae (CV) personally to **Co-Operative Education & Career Services (CECS) office**. Present the original support documents to the CECS during the CV Verification period (i.e. academic certificates, extracurricular activities, letters of reference, etc).
- 1.2.3 Meet the CECS personnel for CV verification even if there are **NO** changes from the previous CV Verification process.
- 1.2.4 Attend all compulsory Co-Op Briefings/ Workshops organized by the CECS/ Methodist Pilley Institute.

Students may also need to comply with other requirements that Co-Op employers may impose either before or during employment (i.e. including physical examination/medical check-ups, criminal record checks and drug testing). Failure to participate, complete or pass the screening may affect students' eligibility and/or opportunity for Co-Op positions.

2.0 Co-Op Course (Module)

Undergraduate Programme:

For **UCSI BA (Hons) Accounting** Programme: 3 courses

- a. Co-Op Placement 1 (KAD1041)
- b. Co-Op Placement 2 (KAD1042)
- c. Co-Op Placement 3 (KAD1043)

For **UCSI BA (Hons) Marketing** Programme: 3 courses

- a. Co-Op Placement 1 (KAD1051)
- b. Co-Op Placement 2 (KAD1052)
- c. Co-Op Placement 3 (KAD1053)

For **UCSI BSc (Hons) Finance & Investment** Programme: 3 courses

- a. Co-Op Placement 1 (KAD1061)
- b. Co-Op Placement 2 (KAD1062)
- c. Co-Op Placement 3 (KAD1063)

3.0 Exemption from Co-Op

3.1 Credit Transfer

A student admitted from another institution to UCSI may be given credit transfer for Co-Op1 if the student possesses a diploma and has undergone practical training in the previous institution.

3.2 Exemption from previous work experience

A student who has work experience may be exempted from doing Co-Op1 if the student possesses the necessary documents from the previous work organization. Prior approval must be obtained from the respective Head of Department.

4.0 Co-Op Dates and Deadlines

4.1 The Co-Op term is scheduled annually from **September to December** (subject to change by UCSI University).

4.2 Students are prohibited to shorten the Co-Op duration under any circumstances.

4.2 Changes in the Co-Op term will be approved **ONLY** for compelling academic and job-related reasons or extenuating circumstances. Prior approval must be obtained from the Academic Co-Op Coordinator and CECS.

4.3 Graduating students who are completing their final year in January or May can apply to do Co-Op before November-December.

4.4 Graduating students in this category (refer to clause 4.3), who secure own permanent jobs, may use the first two months of your permanent job to count as their final Co-Op job. However, you must obtain prior approval from the CECS and your Academic Co-Op Supervisor, have informed your employer beforehand, submitted all assignments required by Co-Op and abide by all the other Co-Op rules and regulations. Students in this category must ensure that your permanent job relates to your degree. Otherwise, you should consult your Co-Op Supervisor prior to accepting the job.

4.5 Co-Op students must adhere to all deadlines set by UCSI University via the CECS, Faculties and University Registrar's Office.

5.0 Academic Transcripts for Co-Op Students

5.1 All Co-Op students are entitled to ONE free academic transcript per registered Co-Op module. In order to be eligible for this entitlement, students must have

- ✓ Completed your course selection for Co-Op and
- ✓ Obtained approval from the relevant Co-Op Supervisor/ Faculty

5.2 The process for printing and collecting these transcripts is as follows:

1. Upon approval of the course selection, Registrar's Office (RO) will issue the transcripts
2. RO passes all transcripts to the CECS
3. CECS informs you that your transcripts are ready for collection
4. You collect your transcript at the CECS office

6.0 Job Placements for Co-Op, Level 1 Students

6.1 Students undertaking the Co-Op course at Level 1 will have Co-Op placements that are regarded as *soft skills* training where students may receive placements as customer service representatives during the Co-Op work term. Examples of customer service representatives include employment in administrative and support services in industries such as business support services (i.e. telephone call centers), retail trade establishments (i.e. general merchandise or food and beverage stores), information (i.e. telecommunications), manufacturing, and wholesale trade.

**Soft skills are a set of skills that determines how we interact with each other. They can include, but are not limited to – abilities such as effective communication, creativity, analytical thinking, diplomacy, flexibility and problem solving, leadership, team building and listening skills. The goal of soft skills training is to give students an opportunity to learn and practice new patterns of interaction; thus enhancing interpersonal relationship, particularly in a new working environment.*

7.0 Obtaining a Cop-Op Placement

7.1 Finding a Co-Op Placement

7.1.1 Students are required to find their own Co-Op Placement. Students are prohibited to attach to their family/relative business as Co-Op Placement. Exception to this will require an approval from the Faculty and CECS.

7.2 For students who have found their own Co-Op Placement, they must keep the following in mind:

7.2.1 Students must obtain the approval of their Academic Co-Op Coordinator and CECS for the job to be considered to be a formal and acceptable Co-Op job.

7.2.2 Students must complete and submit the online/hardcopy **Co-Op Job Approval Form** together with the **Company Offer Letter/ Confirmation & Acceptance Slip** and forward it to your Academic Co-Op Coordinator for approval and then to CECS for acknowledgement.

- 7.2.3 It is the sole responsibility of the student to follow up on the above stipulated process. Failure to do so may result in a student being regarded as unsuccessful in obtaining a Co-Op Placement, and may be required to repeat the Co-Op course in the following year.
- 7.2.4 It is the responsibility of the student to inform the CECS of any discrepancy between the actual job duties and the job description in the student's Appointment Letter.
- 7.2.5 Students may return to the previous Co-Op Employer for their next Co-Op term; provided that the Co-Op Employer agrees to accept them again to undergo Co-Op in their organization.

7.3 Finding your Co-Op Placement outside of Malaysia

- 7.3.1 If a student secures a Co-Op Placement outside Malaysia, it is the sole responsibility of the student to arrange all necessary details pertaining to working requirements in a foreign country including flight bookings, passport/visa/work permit application, accommodation, guarantor, etc. CECS will not be handling such matters on their behalf.
- 7.3.2 If the Co-Op Employer is not bona-fide and/or the student is found not undergoing the intended Co-Op, or the Co-Op Placement is fake/ non-existent, the student will immediately be given a **FAIL** grade for his/her Co-Op course.
- 7.3.3 If the student is found guilty of fraud, and/or violation of Immigration regulations when undertaking the Co-Op Placement, CECS/UCSI University are not liable for the students' actions. UCSI University reserves the right to take necessary disciplinary actions against the student.

8.0 Terms of Co-Op Placement

- 8.1 While under Co-Op Placement, students are regarded as proper staff/employee of the Co-Op employers and are bound by the work/employee policies of the employers/ company. They have to abide by policies and rules stipulated by the Co-Op employers accordingly.
- 8.2 Students are ambassadors of UCSI University and their performance will have an impact on the employers, the University, and the future of Co-Op placements. Students are expected to conduct themselves professionally at all times.

9.0 Confidentiality of Employer's Information

- 9.1 In many technical and professional fields, students may be engaging in work that is confidential in nature. As such, students may be required by their Co-Op Employer to sign an agreement (confidentiality clause) that protects the employer from unauthorized disclosure of such information.
- 9.2 Information protected under the confidentiality clause cannot be used in any student's project, term paper or report (unless the student has obtained written approval from the Co-Op Employer).

9.3 Students should consult CECS or their Academic Co-Op Coordinator about matters pertaining to the confidentiality clause if they are unsure.

10.0 Site Visits by MPI Staff

10.1 All students are reminded that while working at their Co-Op placement, they might be subjected to site visits by their Academic Co-Op Coordinator or the CECS representatives with or without prior notice.

11.0 Handling Workplace Issues

11.1 Managing stressful and uncomfortable situations are part of the Co-Op learning experience. The student's Academic Co-Op Coordinator and CECS are there to give possible support and guidance to the student if and when required.

11.2 Students are encouraged to make an effort to resolve problems and issues on their own with their immediate work supervisor. If students feel uncomfortable discussing a problem with their work supervisor, they should seek their Academic Co-Op Coordinator or CECS for assistance or advice.

11.3 It is important to address issues as they arise, rather than postpone such a discussion or ignore the problem.

11.4 One of the Co-Op objectives is to give students a real-world work experience. If problems arise, students are advised to meet CECS or their respective Academic Co-Op Coordinators directly to clarify issues or to solve the problems they are facing.

11.5 Students should personally make an appointment to see the CECS or their Academic Co-Op Coordinator when particular needs arise. All appointments should be made outside the students' Co-Op Placement working hours.

12.0 Resigning from a Co-Op Placement/ Change of Co-Op Placement

12.1 A Co-Op student must report for work as stipulated by the employer and **MUST** not resign and/or change from a Co-Op placement under any circumstances unless in cases involving abuse/harassment by the employer or upon discovery that the employer is engaged in illegal/unethical business activity or is in contravention of the employment contract. Proof is required.

12.2 In such circumstances, the student must inform the Academic Co-Op Coordinator and the CECS in writing immediately.

12.3 If approval is obtained, the student may resign and/or change but in accordance to the employment terms of the Co-Op Employer. Under extenuating circumstances, the Faculty may grant an exception.

12.4 Failure to report for work, quitting or changing a Co-Op Placement under any circumstances (refer clause 11.1) will result in a **FAIL** grade. The student will then be required to repeat the Co-Op course the following year.

13.0 Taking Leave/ Time-off/ Holiday while on Co-Op

13.1 While on Co-Op placement, students are employees of the Co-Op Company they work for. For personal and university-related activities/ commitment, students must make arrangements to engage in them outside your regular working hours.

13.2 A Co-Op student may not take leave/ time-off/ holiday during the entire duration of the Co-Op term unless instructed by the Co-Op employer or under special circumstances/ emergencies such as illness/ accident (must be substantiated with a legitimate doctor's medical report) and/ or demise of a family member/ relative (must be substantiated by a death certificate).

13.3 Taking leave for reasons other than those stated above will require the approval of the CECS, the Academic Co-Op Coordinator and the employer **at least 5 working days** prior to the date when leave is required. Failure to do so will result in a **FAIL** grade.

13.4 Failure to comply with any clause above may result in a **FAIL** grade.

14.0 Medical Leave

14.1 All medical leave must be substantiated with a legitimate medical certificate.

14.2 Students must contact their employer immediately if they are absent because of illness or an emergency. If the absence is **two or more days, the CECS must also be notified accordingly.**

14.3 If a student misses work due to a work-related injury or illness, the student must inform their work supervisor immediately and be sure to submit a formal report of the illness or injury to the Co-Op Employer according to the company's regulations. The students must also notify the CECS and their Academic Co-Op Coordinator.

15.0 Termination and Layoffs

15.1 A Co-Op student who is terminated by an employer for any reason (such as incompetence, unsatisfactory performance, irregular attendance/ tardiness or unacceptable behavior/ attitude, etc.) must report this to the CECS immediately.

15.2 In the event of a termination, the CECS and/ or Academic Co-Op Coordinator will carry out an investigation of the situation:

- a. If the student is not at fault, assistance will be provided to students to obtain another Co-Op Placement or other alternative measures may be suggested.
- b. If the student is at fault, disciplinary action will be taken and/ or a **FAIL** grade may be given for that Co-Op course.

16.0 Towards the End of a Work Term

16.1 It is the Co-Op student's responsibility to coordinate and submit the following items by the given deadlines as per the Co-Op work term:

- 16.1.1 Documents to submit to CECS (Before going for Co-Op):
 - a. Co-Op Job Approval Form (**signed by the Academic Co-Op Coordinator**)
 - b. Confirmation & Acceptance Slip/ Company Offer Letter
- 16.1.2 Documents to submit to CECS (After completing Co-Op):
 - a. Co-Op Student Evaluation Form (completed by Employers)
 - b. Co-Op Placement Experience Survey Form (completed by Students)
- 16.1.3 Documents to submit to Academic Co-Op Coordinator:
 - a. Written Report/ Assignment
 - b. Logbook (if applicable)

16.2 Submission of all the above is a condition for passing the Co-Op course and it is the responsibility of the student to do so.

16.3 Failure to submit all required forms/ assignments, etc. may result in a **FAIL** grade for the Co-Op course.

16.4 Students must refer to the Academic Co-Op Coordinator for the Co-Op report format.

17.0 Co-Op Assessment Weightage (Total: 100%)

- 17.1 Student Evaluation Form: 50%
- Logbook & Assignment: 50%

18.0 Breach or Non-Compliance of Co-Op Student Policy

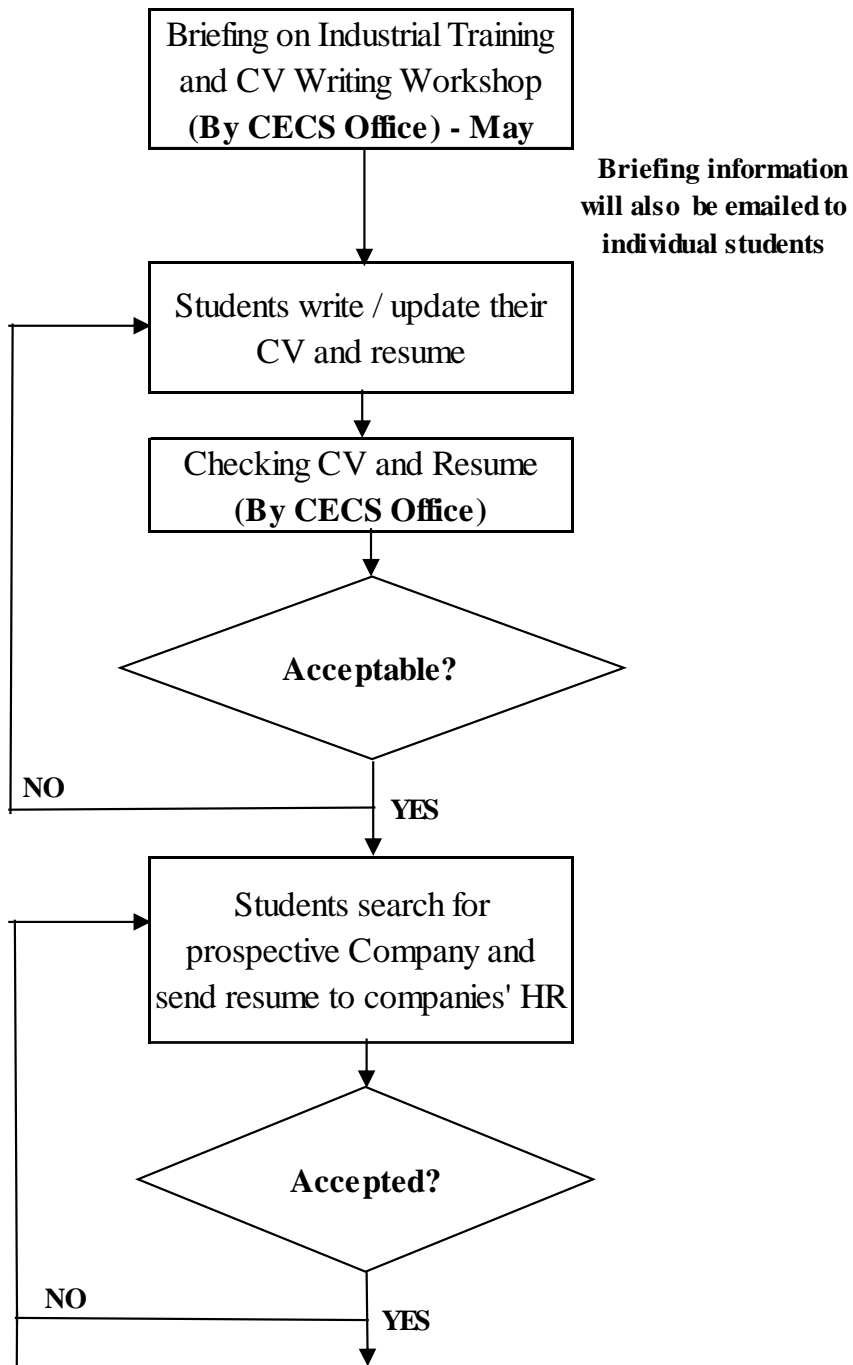
18.1 The Co-Op Student Policy is subject to revision from time-to-time and students are expected to check from CECS regularly for updates. It is the student's responsibility to check on these updates.

18.2 Failure to comply with the Co-Op Student Policy may result in disciplinary action, a **FAIL** grade, rejection from a particular Co-Op module for that term, and/ or be required to repeat a particular Co-Op module in the following year.

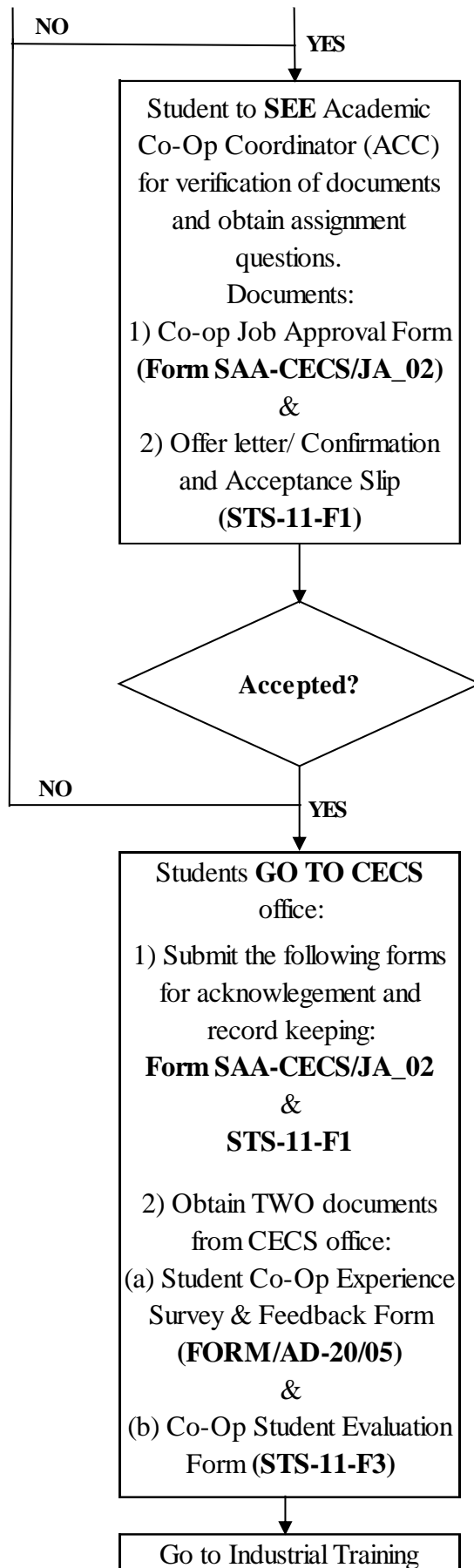
18.3 Methodist Pilley Institute reserves the right to make exceptions or changes to the Co-Op Student Policy when and where appropriate.

Important Note #3: *Methodist Pilley Institute endeavours to find job placements for all UCSI University students who have qualified and who have been accepted/ approved to do Co-Op. However, any job placement depends equally on student applicants having successfully undergone the application and interview/screening process by potential Co-Op employers. As such, for any job placement to be successful and complete, students must work towards being accepted in the job placements provided to them.*

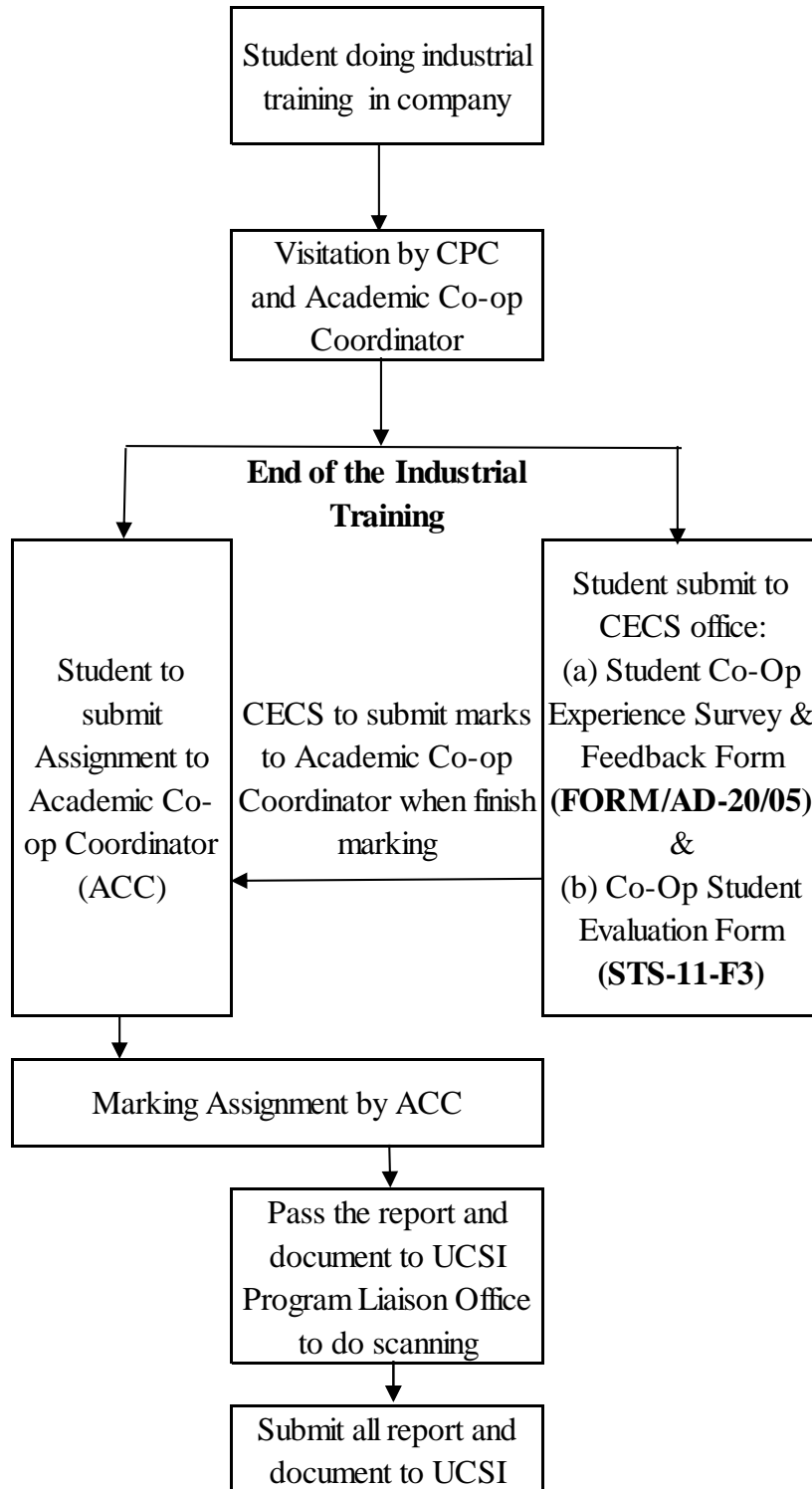
Co-Op Placement Flow Chart Procedures



Cont. page 16



Cont. page 17



Co-Op Job Approval Form

UCSI Education Sdn. Bhd. (185479-U)

Kindly complete sign and submit this Form to the Co-op Coordinator/HoD/HoP
BEFORE commencement of Co-Op Term



STUDENT SECTION (All particular must be fully completed by student)

Student No	Full Name <small>(underline surname)</small>	Programme Enrolled	Year	Co-Op Term (i.e. KP Level)
Telephone No	Email Address			

Company Name: _____

Department: _____ Immediate Supervisor: _____

Telephone No: _____ Facsimile No: _____ Email: _____

Office Address: _____

(state/province) (post code, city) (country)

Reason(s) For Co-op Job Selected

Student Declaration

By completing and submitting this Form, I declare that I have obtained my own Co-Op job and attach my employer's Letter of Appointment duly signed by myself as proof of employment. I hereby instruct the Faculty not to find me a Co-op Job for the above Co-Op Term.

Student Name Signature Date

SCHOOL/CENTRE SECTION (Please obtain Co-op Coordinator approval)

	Checklist For Full Approval <small>(Please initial in appropriate column)</small>	Verified by Co-op Coordinator/HoD/HoP
1.	Above student section fully completed	
2.	Letter of Appointment from Co-op Employer which includes at least the following: <ul style="list-style-type: none"> • duties and responsibilities • duration of employment • working hours • allowance (if applicable) • name of immediate work supervisor • signature of Co-op student indicating acceptance of Job Offer 	
3.	Letter from student stating obtained own job (if Letter of Appointment is not yet issued)	
Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval: <small>(Please tick appropriate box)</small>		
	<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	
Remarks:		

Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval (Name & Signature) Date

CONFIRMATION AND ACCEPTANCE SLIP

To: Co-Operative Placement Coordinator

METHODIST PILLEY INSTITUTE

Jalan Lily, P.O.Box 760

96008 Sibu, Sarawak

Attn: Ms. Alison Hii

Tel: 084-322268

Fax: 084-320623

From: Company Name:

Address:

Tel:

Fax:

I / We hereby accept / do not accept the student(s) for Industrial Placement.

Immediate Work Supervisor (Full Name)	
Position	
Contact Number	
Email	
Date	
Company Cop	
Signature	
Name of student(s) accepted	
Duration of Employment	
Working Days & Hours	
Allowance (Optional)	RM per month/ per day/ not applicable

Student Co-Op Experience Survey & Feedback Form

UCSI Education Sdn. Bhd. (185479-U)



Student Name	:	
Student ID	:	
Programme	:	
Co-Op Level	:	
Co-Op Company	:	

(A) Overall assessment of my Co-Op Placement experience.

Please tick (✓) the relevant boxes for the below: <i>On a scale of 1-5 (1=Poor, 5=Excellent, and NA=Not Applicable), rate your experience on the following skills:</i>	1	2	3	4	5	NA
1. The Co-Op Placement has strengthened my confidence in my career/academic programme						
2. I feel more prepared for my career after completing my Co-Op Placement						
3. The Co-Op Placement experience has positively influenced my educational and career goals						
4. During my Co-Op Placement, I demonstrated discipline						
5. During my Co-Op Placement, I demonstrated competency in professionalism / work ethics						
6. During my Co-Op Placement, I demonstrated competency in problem solving skills						
7. During my Co-Op Placement, I demonstrated competency in communication skills						
8. During my Co-Op Placement, I demonstrated competency in teamwork						
9. I was able to successfully adapt to the location and surrounding of my Co-Op Placement						
10. I practiced more self-reflection throughout my Co-Op Placement period						
11. UCSI University's coursework has prepared me for my Co-Op Placement experience						

(B) My Co-Op Placement experience has open the doors for me to future job offer(s) Yes No

(C) The company where I worked during my Co-Op Placement has already offered me a job, for when I graduate
 Yes No

(D) Please rate yourself in the following areas:

Please tick (✓) the relevant boxes for the below: <i>On a scale of 1-5 (1=Poor, 5=Excellent, and NA=Not Applicable), rate yourself on the following skills:</i>	1	2	3	4	5	NA
a) Personal Organisational Competency						
b) Individual Initiatives						
c) Business Knowledge Skills						
d) Analytical Skills						
e) Presentation Skills						
f) Oral Communication Skills						
g) Written Communication Skills						
h) Team Skills						
i) Supervisory/ Management Skills						

Others:

(E) In general, what do you think about the UCSI University Co-Op Placement Programme and how does this programme benefit you as a student?

(F) What type of knowledge and skills have you learned during your Co-Op programme? Please explain.



Methodist Pilley Institute Co-Op Student Evaluation

(TO BE COMPLETED BY EMPLOYERS)

Student Name: _____

Student ID No.: _____

Co-op term: (please tick ✓ the correct work term and the year)

1 Sep – 31 Oct (Year: _____)

1 Nov – 31 Dec (Year: _____)

Other (please specify) Term: _____) (Year: _____)

This form is to be completed by the Co-Op/ intern's Supervisor.

- 1) Kindly use one form per student.
- 2) You may photocopy/re-print this form if necessary.
- 3) This evaluation should be completed by the individual in the best position to assess the student's performance.

A discussion of the evaluation with the student would be most beneficial to his/her career development.

Co-Op in Malaysia:

Please submit hardcopy to their respective Co-Op coordinator in faculty prior to the **LAST DAY** of Co-Op.

Co-Op in Oversea:

Please email softcopy to their respective Co-Op coordinator in faculty prior to the **LAST DAY** of Co-Op.

Employers may choose to complete and submit the evaluation form in the following ways:

(a) Hardcopy of this form to:

Cooperative Education & Career Services (CECS)
Methodist Pilley Institute
Jalan Lily, 96000 Sibul, Sarawak
Tel: +6 (084) 322268

OR

(b) Softcopy of this form to CECS Office @ Email: atshii@pilley.edu.my

Thank you for your input.

CO-OP STUDENT EVALUATION FORM

Programme: _____

Level: **YEAR 1 / YEAR 2 / YEAR 3 / YEAR 4**

Student's Salary/Allowance Rate: _____

Working Hours: _____

Other Benefits: _____

Overtime: **YES / NO**

1. Evaluation of Student *(Please rate the student in the following areas using the scale below. Circle the appropriate score.)*

5 = Strongly Agree **4** = Agree **3** = Somewhat agree **2** = Disagree **1** = Strongly disagree **X** = Not Applicable

1	After a reasonable training period, the student was able to carry out the responsibilities assigned to him or her.	5	4	3	2	1	X
2	The student appeared to handle most of the problems or conflicts that arose during co-op/internship effectively.	5	4	3	2	1	X
3	The student demonstrated initiative in handling a problem or special project that occurred during the co-op/ internship.	5	4	3	2	1	X
4	The student was reliable about coming to work on time, and returning to work promptly from any scheduled breaks.	5	4	3	2	1	X
5	The student was more concerned about finishing a task or solving a problem before he or she left for the day, rather than if it was quitting time.	5	4	3	2	1	X
6	The student was able to find useful activities with which to occupy him or herself if he or she found a drop in work responsibilities.	5	4	3	2	1	X
7	The student maintained an enthusiastic demeanour throughout the co-op/internship experience.	5	4	3	2	1	X
8	The student demonstrated professional conduct throughout the co-op/internship experience.	5	4	3	2	1	X
9	The student was able to maintain productive working relationship with fellow employees.	5	4	3	2	1	X
10	The student was receptive to constructive criticism.	5	4	3	2	1	X
11	The student demonstrated leadership abilities.	5	4	3	2	1	X
12	The student was appropriately dressed and groomed for his or her position.	5	4	3	2	1	X
13	The student interacted effectively with customers and/or clients.	5	4	3	2	1	X
14	The student seemed to be adequately educated or prepared for the work required of him or her.	5	4	3	2	1	X
15	The student was responsive to supervisor's feedback.	5	4	3	2	1	X

2. In which aspect of the job do you think the student was most effective?

CO-OP STUDENT EVALUATION FORM

3. In which aspect of the job do you think the student was least effective?

4. If you were to assign this student a grade for his or her performance out of a total of 50 possible points, what would it be? Use the grading scale below to guide your decision.

45 – 50	A	(Excellent)
40 – 44	B	(Good)
35 – 39	C	(Satisfactory)
30 – 34	D	(Not satisfactory)
29 and below	F	(Unacceptable work performance)

I would give this student _____ points out of a total 50 possible points.

5. Have this evaluation been discussed with the student? Yes / No

(Kindly note that a copy of the employer's evaluation will be made available to the student unless otherwise instructed by the employer)

6. Would you like to have this student return in the next work term if employment is available? Yes / No

If no, please state reason(s)

7. What other skills would you have liked the student to have?

8. Please comment on the value of contact with the student's Academic Co-Op Coordinator or Centre staff during the on-site visit.

CO-OP STUDENT EVALUATION FORM

9. Student's Task Description *(Please provide a brief summary of the nature of the student's work term activities/responsibilities/training etc. Attach extra pages if necessary)*

CO-OP STUDENT EVALUATION FORM

10. Are there any other comments you would like to make regarding this student's performance or the Co-op/ internship programme in general?

Evaluation done by

Immediate Supervisor's Name: _____ Job Title: _____

Department: _____

Company Name: _____ Company Registration No: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Signature : _____

Date : _____

Company Stamp :



STUDENT'S ATTACHMENT LEAVE APPLICATION FORM

Name of Student : _____

Course : _____

Co-op Term : _____

Year of Study : _____

Contact Number : _____

Attachment Organization : _____

Leave Applied for : From: _____ To: _____
(Both dates inclusive)

Total Number of Days: _____

Reason for Application : _____

(Please attach supporting document)

I am prepared to extend my attachment to cover the period of leave if necessary.

Date: _____ Signature: _____

For Office Use

Leave Approved; without extension

Leave Approved; with extended period

Leave Disapproved

Lecturer Name : _____

Date: _____

Signature : _____