

TA'ed
4/4/19 *Deena*

AP No 4/4/19
B-J/S
4/4/19

**Proposed list of student evaluation questions:
Cooperative Education Faculty**

1. Shows interest in and enthusiasm for cooperative education.
2. Establishes a respectful environment.
3. Communicates in a clear and well-organized manner.
4. Is available for consultation either in office hours or by appointment.
5. The grading policy and standards are fair and transparent.
6. Clearly articulates course goals, requirements and grading criteria in the Course Syllabus, Orientation or other course materials.
7. Provides a non-biased environment for students of diverse backgrounds.
8. Makes course materials available in a timely manner.
9. Provides clear expectations and structure to the cooperative education class so that I am able to succeed in this class.
10. Is responsive to my questions and concerns.
11. Is easy to approach, patient, and willing to help.
12. Encourages involvement, discussion and questions.
13. Goes beyond the expected to help me succeed in my cooperative education experience.
14. Overall, this instructor is doing an excellent job.

COOPERATIVE EDUCATION WORK PLACE OBSERVATION
(non-instructional observations)

This observation form can be used to evaluate an interaction with a CE student's employer, an interaction with other faculty or staff involved in the CE program, or an interaction with outside vendors that (may) participate in Palomar's CE Program.

Date of Observation _____

Name of Evaluatee _____

Name of Evaluator _____

Context for the observation (i.e. what are the circumstances for the observation).

A. Prior to the observation:

1. The evaluatee should give the evaluator any materials or other information that the evaluatee would like the evaluator to see.
2. The evaluatee will list here items for the evaluator to specifically note in the course of the observation (such as specific techniques or resources).

B. Comment on the following items pertaining to the workplace observation:

1. The evaluatee shows interest and enthusiasm for the subject and assignment.
2. The evaluatee treats people with respect and is responsive to their concerns and/or feedback.
3. The evaluatee demonstrates competency in other areas of the field and assignment.
4. The evaluatee communicates in a clear and effective manner with other people during the interaction.
5. The evaluatee engages the supervisor and student (if present) in a discussion of:
 - a) the suitability of the student's learning objectives
 - b) the student's progress toward meeting those objectives as of the date of the visit
 - c) the student's overall professional growth and opportunities for additional growth
6. Please record any additional context that would be helpful to understanding this interaction.
7. Additional comments.