The Co-operation PROGRAM

INSTRUCTOR RECOMMENDATION FORM

Directions: The co-op applicant will sign the document and request an Instructor to complete the form. Instructors, please complete the form below, sign, and send to Calhoun's Cooperative Education Coordinator, Ann Coleman. You may either scan and send by email attachment or send through Calhoun's campus mail.

Student Last Name	First Name	MI	Major

Section 1

It is preferred that the rating scale be completed by an Instructor in the student's major.

	5 Exceptional	4 Superior	3 Average	2 Satisfactory	1 Improvement Required	0 Not Observed
Safety: Knows and follows all safety requirements of the class; corrects unsafe acts or conditions without reminders from Instructor.						
Quality of work: Turns out work that meets standards established by instructor and takes pride in work.						
Productivity: Produces a quantity of work that meets Instructor requirements.						
Reliability: Contacts instructor when absent for approved reason; is on time and ready for work.						
Dependability: Can be counted on to stick with a job until it is finished.						
Work organization: Thinks through all assignments; prioritizes work assignments; leaves work area in neat order.						
Attitude: Responds well to work assignments; accepts constructive criticism well; is tactful with fellow students and Instructors.						
Judgment: Knows when to ask questions or seek help to avoid making mistakes or wasting time and materials.						

Section 2

Please check the appropriate box:

☐ I highly recommend the applicant.

☐ I recommend the applicant.

☐ I recommend the applicant with reservation.

☐ I do not recommend the applicant.

_____
Instructor's Signature

_____
Applicant Signature*

*By signing this form, you are giving the Instructor permission to submit this to Calhoun's Co-op Office; the Co-op Office in turn will share this with companies that may consider you for a co-op position.