

MSFC COOPERATIVE EDUCATIONAL PROGRAM Supervisory Evaluation

MAIL ORIGINAL TO CD20 NO LATER THAN:

Phase

Program: Associate Federal Junior Fellowship Program Baccalaureate Graduate

Student's Name:	Organization Symbol:	Grade Level:	Mentor's Name:
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Date of Work Period (From and To):	Major Field Upon Entry into Program:	Major Field of Study:
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Name of College or University Currently Attending:	College Standing: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
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TO BE COMPLETED BY ORGANIZATION

Provide a brief description of the student's duties during this period:

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively comparing him with: students of comparable academic level; personnel assigned the same or similarly classified job; or individual standards.

B. Evaluate Student's Performance

Determine the student's Total On-The-Job Training Score by marking the appropriate number. On a scale of 1 to 5, where 5 is high and 1 is low, rate the following attributes.

Technical Abilities and Attitudes	SCALE	1	2	3	4	5
1. Ability to follow directions and adhere to established regulations in the performance of the job.		<input type="radio"/>				
2. Dependability/willingness to work.		<input type="radio"/>				
3. Quality of work.		<input type="radio"/>				
4. Quantity of work.		<input type="radio"/>				
5. Ability to perform tasks with normal supervisory assistance.		<input type="radio"/>				
6. Interest in work.		<input type="radio"/>				
7. Initiative.		<input type="radio"/>				
8. Judgment and/or maturity.		<input type="radio"/>				
9. Cooperation with others.		<input type="radio"/>				
10. Attendance and punctuality.		<input type="radio"/>				

Total On-The-Job Training Score: _____

C. Does this student show need for improvement/change? If so, in what areas? YES NO

D. Do you recommend this student to return for another work term or for conversion to a permanent position at NASA/Marshall Space Flight Center? (If "no", contact the Co-Op Coordinator/Provide reasons as an attachment to this form). YES NO

Remarks:

This evaluation has been discussed with the student. <input type="checkbox"/> YES <input type="checkbox"/> NO	NASA has my permission to disclose the information furnished on this form to any organization or individual having a valid reason for requesting it.
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Signature of Student:	Date:
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Signature (Division Chief):	Signature (Laboratory/Office Director):
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TO BE COMPLETED BY MSFC CO-OP OFFICE

Total On-The-Job Training Score: (From Page 1, Part B)

Determine Academic Point Score:

Current Cumulative GPA = _____ Academic Point Score

3.76-4.00 = 50 Points	2.76-3.00 = 30 Points
3.51-3.75 = 45 Points	2.51-2.75 = 25 Points
3.26-3.50 = 40 Points	2.26-2.50 = 20 Points
3.01-3.25 = 35 Points	2.00-2.25 = 15 Points

Determine Academic Point Score:

Total On-The-Job Training Score + Academic Point Score Work Phase Score

Outstanding (100-90)
 Highly Successful (89-80)
 Successful (79-70)
 Minimally Successful (69-60)
 Unsuccessful (59 and Below)