

**MSFC COOPERATIVE EDUCATION PROGRAM  
Final Evaluation Form**

Contains Privacy Act Information

Program:     Associate                       Baccalaureate                       Junior Fellowship                       Graduate

Student's Name:	Mentor's Name:
-----------------	----------------

Graduation Date:	Date Available:
------------------	-----------------

College/University:

Academic Major:	Grade Point Average/Scale:
-----------------	----------------------------

Date of Birth:	Social Security Number:
----------------	-------------------------

Present Address:

City/State:	Present Telephone:
-------------	--------------------

Home or Permanent Address:

City/State:	Permanent Telephone:
-------------	----------------------

Appraisal Period (From):	(To):
--------------------------	-------

**TO BE COMPLETED BY ORGANIZATION**

Target Position/Title, NCC, Series, Grade:

Target Organization (Organization Code):

Remarks:

Hiring Recommendation:     Yes                       Current Organization                       Agency  
    No                                       Center

Signature (Manager):	Signature (Mentor):
----------------------	---------------------

Signature (Directorate):	Signature (Administrative Officer):
--------------------------	-------------------------------------

# Performance Appraisal and Progress Summary

Has the student successfully completed all assigned course work, and maintained the minimally acceptable cumulative grade point average (CGPA) required for retention?  Yes  No

## Preliminary

1. Determine Academic Point Score:

Current Cumulative GPA = \_\_\_\_\_

3.76 - 4.00 = 50 Points

3.51 - 3.75 = 45 Points

3.26 - 3.50 = 40 Points

3.01 - 3.25 = 35 Points

2.76 - 3.00 = 30 Points

2.51 - 2.75 = 25 Points

Academic Point Score

2. A. Determine Sum of On-The-Job Training (OJT) Scores:

Phase 1 OJT Score: \_\_\_\_\_ Phase 6 OJT Score: \_\_\_\_\_

Phase 2 OJT Score: \_\_\_\_\_ Phase 7 OJT Score: \_\_\_\_\_

Phase 3 OJT Score: \_\_\_\_\_ Phase 8 OJT Score: \_\_\_\_\_

Phase 4 OJT Score: \_\_\_\_\_ Phase 9 OJT Score: \_\_\_\_\_

Phase 5 OJT Score: \_\_\_\_\_

Sum of OJT Scores: \_\_\_\_\_

B. Determine Work Phase Average

Sum of OJT Scores: \_\_\_\_\_ divided by

Number of Phases Worked: \_\_\_\_\_

Work Phase Average

3. Determine Numerical Summary Score:

Academic Point Score plus Work Phase Average

Numerical Summary Score

4. Determine Rating Level:

Convert Numerical Summary Score to appropriate rating level as indicated below.

Outstanding (100-90)

Highly Successful (89-90)

Successful (79-70)

Minimally Successful (69-60)

Unsatisfactory (59 and Below)

## Final

1. Determine Academic Point Score:

Cumulative GPA Upon Graduation = \_\_\_\_\_

3.76 - 4.00 = 50 Points

3.51 - 3.75 = 45 Points

3.26 - 3.50 = 40 Points

3.01 - 3.25 = 35 Points

2.76 - 3.00 = 30 Points

2.51 - 2.75 = 25 Points

Academic Point Score

2. Work Phase Average

(Take average from Number 2. in Preliminary Column)

Work Phase Average

3. Determine Numerical Summary Score:

Academic Point Score plus Work Phase Average

Numerical Summary Score

4. Determine Rating Level:

Convert Numerical Summary Score to appropriate rating level as indicated below.

Outstanding (100-90)

Highly Successful (89-90)

Successful (79-70)

Minimally Successful (69-60)

Unsatisfactory (59 and Below)

Remarks: