MSFC COOPERATIVE EDUCATION PROGRAM
Final Evaluation Form

Contains Privacy Act Information

Program: ☐ Associate ☐ Baccalaureate ☐ Graduate ☐ Ph.D.

Student's Name:	Mentor's Name:
Graduation Date:	Date Available:
College/University:	
Academic Major:	Grade Point Average/Scale:
Date of Birth:	Social Security Number:
Duty Station Address:	E-mail Address:
City/State:	Cell Phone: / Duty Station 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):

Competency Code:

Can your organization send and/or provide an FTE to convert subject student? ☐ Yes ☐ No

Remarks:

Hiring Recommendation: ☐ Yes ☐ Current Organization ☐ Agency ☐ No ☐ Center

Signature (Group Manager/Supervisor):	Signature (Directorate):
Signature (Mentor):	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:

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