

EL CAMINO COLLEGE

Cooperative Work Experience Education

FIRST EMPLOYER CONFERENCE REPORT

Student: _____ Company: _____ Student's Major or Career Goal: _____	Company Representative: _____ Title: _____ Phone: _____
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**** PLEASE FILL-OUT FORM COMPLETELY ****

1. Are the student's objectives realistic? Do they provide new, meaningful career related experiences for the student?

Employer's Response

2. What suggestions does the employer have that would improve the student's job performance or help the student successfully achieve his/her objectives?

Employer's Response

3. Other remarks:

4. Please rate the following student/employee qualities:	Excellent	Good	Fair	Weak	Poor
A. Attendance					
B. Attitude					
C. Employee to Employer Relationship					
D. Employee to Employee Relationship					
E. Other (Specify): _____					

Employer's Signature: _____ Date: _____	Instructor's Signature: _____ Date: _____
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IMPORTANT NOTE: BOTH EMPLOYER AND INSTRUCTOR MUST SIGN AND DATE THIS REPORT!

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Cooperative Work Experience Education

SECOND EMPLOYER CONFERENCE REPORT

Student: _____ Company: _____ Student's Major or Career Goal: _____	Company Representative: _____ Title: _____ Phone: _____
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**** PLEASE FILL-OUT FORM COMPLETELY ****

1. Has student made reasonable progress on meeting his/her objectives?

Employer's Response

2. What suggestions does the employer have that would improve the student's job performance or help the student successfully achieve his/her objectives?

Employer's Response

3. Other remarks:

4. Please rate the following student/employee qualities:	Excellent	Good	Fair	Weak	Poor
A. Attendance					
B. Attitude					
C. Employee to Employer Relationship					
D. Employee to Employee Relationship					
E. Other (Specify): _____					

Employer's Signature: _____ Date: _____	Instructor's Signature: _____ Date: _____
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IMPORTANT NOTE: BOTH EMPLOYER AND INSTRUCTOR MUST SIGN AND DATE THIS REPORT!

STUDENT CONFERENCES

FIRST STUDENT CONFERENCE

	YES	NO
1. Did the student initiate the first instructor conference within the time limit?		
2. Did the student submit written objectives during the first conference?		
3. Were the student's objectives approved by the employer?		
1. Were the objectives well written (clearly stated, measureable, realistic)?		
2. Did the instructor assign a written report or project?		
3. Were the policies and procedures for CWEE discussed with the student?		
4. Does the student clearly understand his/her responsibilities?		
5. Does the student appear to have a good attitude toward self, school, and job?		
Other Observations or Remarks:		
Instructor's Signature: _____ Date: _____ Student's Signature: _____ Date: _____		

SECOND STUDENT CONFERENCE

1. Describe student's progress toward meeting objectives: _____ _____
2. Are all time sheets and reports complete and up-to-date?
3. Describe student's progress on written assignment: _____ _____
4. Other Observations or Remarks: _____ _____
Instructor's Signature: _____ Date: _____ Student's Signature: _____ Date: _____

IMPORTANT: ANSWER ALL QUESTIONS – BOTH STUDENT AND INSTRUCTOR MUST SIGN/DATE THIS FORM!