

Odessa College
External Learning Experience Evaluation Form

Student Name: _____

Dates of External Learning Experience: From: _____ To: _____

Dates Absent: _____

Number of Days Late: _____

Please circle the most representative response of each behavior demonstrated by the student.

Key: **5** **Always**
 4 **Most Always**
 3 **Usually**
 2 **Sometimes or Occasionally**
 1 **Never**
 N/A **Not Applicable or Not Observed**

Affective Traits:

1.	Starts activities immediately	N/A	1	2	3	4	5
2.	Respects the meaning of privileged information	N/A	1	2	3	4	5
3.	Maintains personal appearance and hygiene as appropriate for the workplace	N/A	1	2	3	4	5
4.	Is skillful in adapting to and working with others	N/A	1	2	3	4	5
5.	Approaches assignments with confidence	N/A	1	2	3	4	5
6.	Maintains an orderly work area	N/A	1	2	3	4	5
7.	Replenishes supplies when needed	N/A	1	2	3	4	5
8.	Willing stays to complete or correct work	N/A	1	2	3	4	5
9.	Searches for answers to questions in available time	N/A	1	2	3	4	5
10.	Maintains/prepares satisfactory records	N/A	1	2	3	4	5
11.	Follows established company procedures	N/A	1	2	3	4	5
12.	Organizes workload	N/A	1	2	3	4	5
13.	OTHER SKILLS UNIQUE TO THE OCCUPATION: _____	N/A	1	2	3	4	5

Psychomotor Skills:

1.	Routine tasks are completed within acceptable limitations	N/A	1	2	3	4	5
2.	Routine tasks are completed within acceptable time	N/A	1	2	3	4	5
3.	Sophisticated tasks are completed within acceptable limitations	N/A	1	2	3	4	5
4.	Sophisticated tasks are completed within acceptable time	N/A	1	2	3	4	5
5.	OTHER SKILLS UNIQUE TO THE OCCUPATION: _____	N/A	1	2	3	4	5

Cognitive Skills:

1.	Transfers knowledge of principles and procedures to new techniques	N/A	1	2	3	4	5
2.	Recognizes tasks that are beyond student capacity	N/A	1	2	3	4	5
3.	Applies classroom learning to workplace setting	N/A	1	2	3	4	5
4.	Interprets charts, graphs, and data correctly	N/A	1	2	3	4	5
5.	Troubleshoots equipment	N/A	1	2	3	4	5
6.	Identifies and attempts to solve discrepancies in systems, results, or information	N/A	1	2	3	4	5
7.	OTHER SKILLS UNIQUE TO THE OCCUPATION: _____	N/A	1	2	3	4	5

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This student has Entry-Level Skills:

Now	_____
After additional external learning experience	_____
After additional course work	_____
After additional course work and additional external learning experience	_____

Please provide additional information regarding your evaluation of the student's performance in this external learning experience.

Comments:

I have seen this evaluation and discussed it with my workplace supervisor.

Student Signature _____ **Date:** _____

Supervisor Signature _____ **Date:** _____

Reviewed by College Instructor _____ **Date:** _____