Site Visit Form

Student Name: ____________________________ Student Number: ____________

Program: ____________________________ Campus: ____________________________

WORK TERM 1

Site Visit Date: ____________________________ Type: ____________________________

Site Visit Completed By: ____________________________

Site Visit Results: ____________/100

WORK TERM 2

Site Visit Date: ____________________________ Type: ____________________________

Site Visit Completed By: ____________________________

Site Visit Results: ____________/100

WORK TERM 3

Site Visit Date: ____________________________ Type: ____________________________

Site Visit Completed By: ____________________________

Site Visit Results: ____________/100
WORK TERM 1

Name of Employer: ____________________________________________
Name of Supervisor: ____________________________________________
Address of Employer: ____________________________________________

Telephone: ____________________________________________________

Date: ____________________________ Time: __________________________

Work Term Salary: $___________ per ____________________________

Work Term Description Attached. _____ Yes _____ No

If position is funded, please check type:
_____ SECPAP _____ Career Award _____ Voluntary, Community-Based Sector

Required Forms to Date:
Salary Survey and Contact Information _____ Yes _____ No
Learning Contract _____ Yes _____ No
Work Term Report Proposal _____ Yes _____ No
Log Book (Review) _____ Yes _____ No
Work Term Dates Start:__________________________ Finish:______________

SECTION A: EMPLOYER FEEDBACK
1. Are there any modifications or additions to the learning contract since submission? _____

2. On a scale of 1 to 10, with 10 being the highest, please rank the co-op student on the following criteria: Academic Skills; Personal Management Skills; and Teamwork Skills.

   Academic Skills
   (a) Effective oral and written communication skills _____
   (b) Ability to learn through reading materials and verbal instruction _____
   (c) Critical thinking and problem-solving skills _____
   (d) Competent in the use of technology _____
Personal Management Skills

(a) Confident in abilities and able to provide suggestions and input

(b) Positive attitude towards learning

(c) Takes initiative and is persistent in getting the job done

(d) Sets goals and is accountable for actions

Teamwork Skills

(a) Ability to work with others

(b) Ability to work independently

3. What is your overall opinion of this student?

SECTION B: STUDENT FEEDBACK

1. On a scale of 1 to 10, with 10 being the highest, please rank your work term on the following criteria:
   (a) Clarity of work term duties
   (b) Appropriateness of work term responsibilities
   (c) Degree of technical skill development
   (d) Value of work term experience to career development
   (e) Support and guidance received during work term

2. What is your overall opinion of this work term and have there been any changes to the Learning Contract and/or Job Description?
WORK TERM 2

Name of Employer: ____________________________________________________________

Name of Supervisor: __________________________________________________________

Address of Employer: __________________________________________________________

____________________________________________________________________________

Telephone: _____________________________________________________________________

Date: ___________________________ Time: ___________________________

Work Term Salary: $ ______________ per ____________________________

Work Term Description Attached. _____ Yes _____ No

If position is funded, please check type:

_____ SECPAP  _____ Career Award  _____ Voluntary, Community-Based Sector

Required Forms to Date:
Salary Survey and Contact Information _____ Yes _____ No

Learning Contract _____ Yes _____ No

Work Term Report Proposal _____ Yes _____ No

Log Book (Review) _____ Yes _____ No

Work Term Dates Start: ____________________________ Finish: ______________________

SECTION A: EMPLOYER FEEDBACK

1. Are there any modifications or additions to the learning contract since submission? _____

____________________________________________________________________________

____________________________________________________________________________

2. On a scale of 1 to 10, with 10 being the highest, please rank the co-op student on the following criteria: Academic Skills; Personal Management Skills; and Teamwork Skills.

Academic Skills

(a) Effective oral and written communication skills _____

(b) Ability to learn through reading materials and verbal instruction _____

(c) Critical thinking and problem-solving skills _____

(d) Competent in the use of technology _____
Personal Management Skills

(a)  Confident in abilities and able to provide suggestions and input
(b)  Positive attitude towards learning
(c)  Takes initiative and is persistent in getting the job done
(d)  Sets goals and is accountable for actions

Teamwork Skills

(a)  Ability to work with others
(b)  Ability to work independently

3.  What is your overall opinion of this student?

________________________________________________________________________

________________________________________________________________________

SECTION B: STUDENT FEEDBACK

1.  On a scale of 1 to 10, with 10 being the highest, please rank your work term on the following criteria:
   (f)  Clarity of work term duties
   (g)  Appropriateness of work term responsibilities
   (h)  Degree of technical skill development
   (i)  Value of work term experience to career development
   (j)  Support and guidance received during work term

2.  What is your overall opinion of this work term and have there been any changes to the Learning Contract and/or Job Description?

________________________________________________________________________

________________________________________________________________________

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting this personal information to verify program objectives are met and to update the student’s academic record. It will only be used for this purpose. Personal information will only be disclosed as required to do so by law. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.
WORK TERM 3

Name of Employer: ____________________________________________________________
Name of Supervisor: __________________________________________________________
Address of Employer: __________________________________________________________

Telephone: ___________________________________________________________________

Date: ___________________________ Time: ________________________________

Work Term Salary: $__________ per __________________________________________

Work Term Description Attached. _____ Yes _____ No

If position is funded, please check type:

_____ SECPAP _____ Career Award _____ Voluntary, Community-Based Sector

Required Forms to Date:

Salary Survey and Contact Information _____ Yes _____ No

Learning Contract _____ Yes _____ No

Work Term Report Proposal _____ Yes _____ No

Log Book (Review) _____ Yes _____ No

Work Term Dates Start: ____________________________ Finish: ____________________________

SECTION A: EMPLOYER FEEDBACK

1. Are there any modifications or additions to the learning contract since submission? _____

__________________________________________________________________________

2. On a scale of 1 to 10, with 10 being the highest, please rank the co-op student on the following criteria: Academic Skills; Personal Management Skills; and Teamwork Skills.

Academic Skills

(a) Effective oral and written communication skills _____
(b) Ability to learn through reading materials and verbal instruction _____
(c) Critical thinking and problem-solving skills _____
(d) Competent in the use of technology _____
Personal Management Skills

(a) Confident in abilities and able to provide suggestions and input
(b) Positive attitude towards learning
(c) Takes initiative and is persistent in getting the job done
(d) Sets goals and is accountable for actions

Teamwork Skills

(a) Ability to work with others
(b) Ability to work independently

3. What is your overall opinion of this student?

SECTION B: STUDENT FEEDBACK

1. On a scale of 1 to 10, with 10 being the highest, please rank your work term on the following criteria:
   (a) Clarity of work term duties
   (b) Appropriateness of work term responsibilities
   (c) Degree of technical skill development
   (d) Value of work term experience to career development
   (e) Support and guidance received during work term

2. What is your overall opinion of this work term and have there been any changes to the Learning Contract and/or Job Description?

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting this personal information to verify program objectives are met and to update the student's academic record. It will only be used for this purpose. Personal information will only be disclosed as required to do so by law. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.