

HOTEL & RESTAURANT MANAGEMENT

COOPERATIVE WORK EXPERIENCE

EVALUATION

DUE DATE: First Day of Final Exams

INSTRUCTIONS

Electronic copies of the following are appended following these instructions:

1. Coop Application form.
2. Employer's Cooperative Evaluation form
3. Student's Cooperative Evaluation form.

Step One: Obtain employment in a hospitality operation. This could be a food and beverage operations, hotels, catering, club management or other related businesses. Talk with your academic advisor about appropriate co-op work experience. Employer must agree to work with you on mutually agreeable work objectives and provide an evaluation of your progress toward those objectives. All 600 hours of paid co-op work experience must be with the same employer (i.e. 3 credit co-op must work 600 hours). If the student leaves employment prior to the completion of corresponding co-op work experience hours they will not receive a passing grade and the co-op experience will have to be repeated.

Step Two: Complete the co-op work experience application form with your employer.

Step Three: Obtain a letter from co-op work experience employer stating that they agree to work with you on mutually identified job responsibilities and work learning objectives. This letter should be on letter head from the employer and signed by the employer. Give them a copy of your co-op application form for their records.

Step Four: Scan and submit a copy of your co-op work experience application and employer's letter of agreement to your academic advisor. They will then give you permission to register for the appropriate co-op section. You must register yourself. If you are already registered, please scan and submit these at the Canvas course site.

Step Five: During the course of the semester you will be required to participate in several threaded discussions. These threaded discussions will be posted at the Canvas course site. You will also be required to complete and submit a variety of assignments.

Step Six. Please provide your employer with a copy of the **Employer evaluation form**. **As a courtesy**, you should fill out as much of the form as possible, such as your name, address, email, course number, etc. Once HE/SHE completes and signs the form, the employer representative should return it to you. Please review the

information, verify that you agree (or disagree) with your evaluation, and then YOU sign it. Be SURE that your employer has signed the form. It cannot be accepted if the employer has not signed the form. You are encouraged to scan and submit this form via the Canvas course site.

Step Seven. Complete your own **Student Cooperative evaluation**. Complete the multiple choice self-evaluation, as well as your essay, with the answers to the TEN questions provided. Please use professional language, word choice, spelling, and grammar. Scan or capture an image of the completed forms and submit online via Canvas.

Step Eight. To verify your co-op work experience hours you will be asked to submit a scan/image of your last pay stub for the co-op period and your employer must agree that you have successfully completed your required work hours. As with any course, you have one year to complete the required co-op work experience hours and complete all paperwork before the grade turns into a “N” (no credit).

This course is pass/fail and you will receive a “CR” (credit received) upon completion. At a minimum you must participate in all threaded discussions and have a passing evaluation from your employer.

Thank you in advance for this courtesy. Sometimes emergencies occur at the last minute, so plan on turning your evaluation in “earlier” rather than “later.” Forms will be due the last day of the semester, prior to finals week.

The above date is the **LAST DAY** that the forms will be accepted. Assignments turned in late will be graded as “Incomplete” and will be graded next semester. We hope that you learn a great deal during your coop experience.

Best wishes.

Dr. Giri Jogaratnam
Hotel and Restaurant Management
Eastern Michigan University

Dr. Tierney McCleary
Hotel and Restaurant Management
Eastern Michigan University

**HOTEL AND RESTAURANT MANAGEMENT
CO-OP WORK EXPERIENCE**

APPLICATION

Student's Name _____ Student Number E _____

Student email _____

Employer (name of Business) _____

Employer's Address _____

City _____ State _____ Zip _____

Supervisor's Name/title _____

Start of Work Period: ___/___/___

Supervisor's E-mail _____

Supervisor's Telephone Number _____ Fax Number _____

Co-op work experience position

Describe co-op work responsibilities:

Describe learning objectives for this position

1. _____

2. _____

3. _____

Student Signature _____

Employer Signature _____

EASTERN MICHIGAN UNIVERSITY ...HOTEL & RESTAURANT MANAGEMENT

EMPLOYER'S COOPERATIVE EVALUATION

Thank you for helping our EMU student with a cooperative/internship experience!!

() HRM 273 L4 () HRM 373 L4

Student's Name _____ Student Number _____

Student email _____

Employer _____

Employer's Address _____

City _____ State _____ Zip _____

Supervisor's Name _____

Supervisor's Telephone Number _____ Fax Number _____

Work Period: ___/___/___ through ___/___/___ Supervisor's E-mail _____

Approximant number of co-op work hours. _____

To the Employer: Please have the student's immediate supervisor rate the student based on the following standards. The supervisor should review this evaluation with the student and the student should submit it to his/her EMU Coop Advisor.

Employer Placement Evaluation

Relationships with Co-workers

- a) Works extremely well with others
- b) Works well with others
- c) Has some difficulty working with others
- d) Works very poorly with others

Attitude—Application to Work

- a) very positive and enthusiastic
- b) Fairly positive and enthusiastic
- c) somewhat negative and unenthusiastic
- d) Very negative and unenthusiastic

Judgment

- a) always uses good judgment
- b) usually uses good judgment
- c) sometimes uses good judgment
- d) consistently uses poor judgment

Dependability

- a) always dependable
- b) usually dependable
- c) seldom dependable
- d) never dependable

Ability to Learn

- a) very quick learner
- b) fairly quick learner
- c) fairly slow learner
- d) slow learner

Quality of Work

- a) always high quality
- b) usually high quality
- c) usually poor quality
- d) always poor quality

Please circle the level of overall performance

| | | | | | |
|---------------------|----------|-----------|------|------|------|
| Overall performance | superior | excellent | good | fair | poor |
| Attendance | superior | excellent | good | fair | poor |
| Punctuality | superior | excellent | good | fair | poor |

Comments:

Based upon the evaluation, this student is _____ is not _____ invited to return for his/her next work period. If yes, when? _____

What are the student's professional and academic needs?

Supervisor's Signature _____ Date _____

To Co-op Student: Please complete this section prior to submitting to your Co-op Advisor. I agree _____ Disagree _____ with my supervisor's evaluation.

Student's Signature _____ Date _____

If you do not agree with your supervisor's evaluation, please comment as to your reasons:

**EASTERN MICHIGAN UNIVERSITY ...
HOTEL AND RESTAURANT MANAGEMENT**

STUDENT COOPERATIVE EVALUATION

() HRM 273 L4 () HRM 373 L4

Major: _____ Minor _____

Student's Name _____ Student Number _____

Student's email _____

Employer _____

Employer's Address _____

City _____ State _____ Zip _____

Job Title _____

Supervisor's Name _____

Supervisor's E-mail _____

Supervisor's Telephone Number _____ Fax Number _____

Work Period: ___/___/___ through ___/___/___

Will you continue to work for this employer? (circle answer) Yes No

- If YES, circle: New Coop or Permanent employment? If Permanent employment, please state the salary offered: \$ _____ year
- If NO, please comment on why not.

PLACEMENT EVALUATION (Please circle one answer for each category.)

Education

- | | |
|-----------------------|----------------------|
| a) Extremely valuable | b) somewhat valuable |
| c) Minimally valuable | d) not valuable |

Supervisor's Attitude Toward You

- a) Very encouraging and helpful
- b) Willing to help, but did not go out of the way to do so
- c) Felt "in the way"
- d) very poor relationship

How The Experience Related to Your Major/Career Goal

- a) totally related
- b) somewhat related
- c) little of it related
- d) Not at all related

Level of Responsibility

- a) Given all professional level assignments
- b) Given more professional than routine level assignments
- c) Given routine rather than professional level assignments
- d) Given all low level routine assignments

SELF-EVALUATION (Please circle one answer for each category.)

Attitude Toward Job

- a) Took initiative to do new tasks
- b) Willingly accepted new tasks if asked
- c) Reluctantly accepted new tasks, if asked
- d) Did only my assigned tasks.

My Work Colleagues Would Say:

- a) Am friendly and would initiate conversation
- b) Socialize and converse only when approached by others
- c) Converse only about work issues
- d) Keep completely to myself

Quality of Work Produced

- a) Excellent
- b) good
- c) Fair
- d) Poor

Based On This Coop Experience, I am

- a) definitely committed to my career plan.
- b) Need to rethink my career plans
- C. Definitely changing my career plants.

Work Habits (circle all that apply)

- a) looked for additional work when not busy
- b) checked work carefully
- c) work was done neatly, accurately, promptly
- d) regular, punctual attendance
- e) dressed appropriately for work at all times

Grading

If I were grading myself, I would give myself a letter grade of: _____

Comments:

ESSAY

Please write a 3-5 page essay about your coop experience, addressing EACH of the ten questions below. Please type (keyboard) and exhibit good writing style, spelling, and grammar. Use the QUESTION as a header and answer below.

1. What were the major responsibilities and duties assigned to you while on your placement?
2. List at least two tasks you accomplished during the placement toward the goals and objectives stated on your work learning agreement.
3. What was the most rewarding aspect of this work experience?
4. Were you able to meet the objectives as state on your Work Learning Agreement?
5. What strengths and weaknesses did you determine about your skills?
6. What is your tentative career goal? How did the coop relate to that goal?
7. What course work, in your academic major, prepared you most for this coop? In what ways did your course work apply?
8. Did your placement point out any deficiencies in your academic program? What additional course work specialized training should be added to your major curriculum.
9. What did you learn during your internship? (10-15 bullet points. Key phrases are sufficient, as long as the phrase creates a complete explanation. "Learned to set SMART goals" would be sufficient, since SMART goals are a well-known management tool. "Learned leadership" would need some explanation, since the term "leadership" is indefinite.)
10. What surprised you during your internship? What was unanticipated? (10-15 bullet points)

Student's Signature _____ Date _____