



COOPERATIVE EDUCATION – FACULTY VISIT FORM

This form should be completed during the visit to a student on placement. For Guidelines, please visit the Faculty visits [brochure](#) on our website.

PART 1 is completed in consultation with the student.

PART 2 is completed in consultation with the student’s direct line manager.

Completed Forms: Please return completed academic visit forms with expenses claim to the coop office.

Academic Visitor:	Date of Visit:
Student Visited:	Student ID:
Course:	Company / Organisation:
Student’s Supervisor:	Supervisor’s Title:

This section is completed by the academic visitor in consultation with the student

PART 1: VISITOR ASSESSMENT OF STUDENT

Please provide a brief outline of the work undertaken to date by the student and the arrangements for training and supervision:

The Student has completed a series of pre-placement workshops that focused on developing the employability skills listed below. While on placement, the student is asked to reflect on the development of key personal and professional skills. Please ask for an evidence based example of each and rate their response on the scale below:

	Excellent	Good	Satisfactory	Minimally Acceptable	Poor
Basic Work Skills					
Communication skills					
Problem solving skills					
Interpersonal / Teamwork skills					
Cultural / International Awareness					
ICT/Technical skills					
Organisational Awareness					
Professional Skills					

Grading guidelines are available in [Section 2](#) page 10 (Marks and Standards) of the Handbook of Academic Regulations and Procedures

This section is completed by the academic visitor in consultation with the student's direct line supervisor

PART 2: EMPLOYER ASSESSMENT OF STUDENT

Please provide a brief statement on the overall performance of the student to date:

While on placement the student is asked to reflect on the development of the key personal and professional skills listed below. Please rate the student's performance on the competencies listed below:

	Excellent	Good	Satisfactory	Minimally Acceptable	Poor
Basic Work Skills					
Communication skills					
Problem solving skills					
Interpersonal / Teamwork skills					
Cultural / International Awareness					
ICT/Technical skills					
Organisational Awareness					
Professional Skills					
Foreign Language Proficiency					

Please provide feedback on the extent to which you found the student to be prepared for work placement. Please include a commentary on skills:

Academic Visitor Signature _____

Date _____