As part of the ongoing feedback from the occupational co-op experience, students are encouraged to complete a self evaluation of the training site and their work site experience. In the Winter 2007 semester, twenty three evaluations were completed by students. The majority of the questions are in a narrative form, allowing the student an opportunity to reflect on their experience. One question however is very straight forward and the results can easily be graphed:

**How would you rate the overall quality of the training you have received?**

![Graph showing the results of the question: Excellent = 68, Good = 20, Acceptable = 5, Poor = 1, Very Poor = 0.]

Six narrative style questions were also asked on the evaluation instrument:

1. Describe your training assignment.
2. In what ways was this training assignment meaningful to your personal development?
3. What do you consider the best feature of the training you received?
4. What skills have you acquired through your training assignment?
5. What concerns do you have regarding your training site? What could be done to improve your training site?
6. Additional Comments.
Following is a sampling of responses from the same six students who were used for the Supervisor’s Evaluation of Student Trainee report. By using the same six students it allows for a comparison of the supervisor’s and the student’s perception of the training experience.

1. Describe your training assignment.
   - To do monthly books.
   - Preparing closing files, banking, searching, filing and scanning.
   - Worked in office, answered phones, maintained consumer database, filing, and mailings.
   - I answered phones and waited on people coming in. I worked a lot on the database.
   - Learning all different applications, reports, expectations, core rolls, training new team, how to challenge myself and other peers on getting the work/processes completed.
   - File chars, get mail, file dictations, release records and help out where help is needed.

2. In what ways was this training assignment meaningful to your personal development?
   - I worked with some great people.
   - It has taught me the different steps to owning my own business.
   - Gave me the experience I wanted going into my career in marketing.
   - I met a lot of the business owners in the area and made a few new contacts.
   - How to develop into working daily with all areas of the store and what I do affects all processes in the store. I fell like what I do is fix issues or processes that have opportunity.
   - This training gave me kind of a heads up on what I could be doing in an office setting.
3. What do you consider the best feature of the training you have received?

- The best feature was if I had a question, I could get it answered.
- My supervisor is a great teacher and has taught me how to work out a number of problems.
- I was given the opportunity to do some marketing and also was able to write a “spotlight” for the businesses newsletter.
- The best feature I obtained would be the knowledge of what the business is and the events they provide. Also, networking and meeting new people in the community was extremely useful.
- Working with the people and finding solutions and figuring out the problem/opportunities and fixing them with solutions. How sometimes having the challenge of persuading some people what you want them to help with, with not telling them what to do. (specially my peers)
- Being able to learn different things each person is responsible for in the office. Also, how to handle billings for collection and attending court to see how everything is handled.

4. What skills have you acquired through your training assignment?

- The knowledge of profit and loss statements.
- Better customer relations.
- Office skills, phone skills, marketing, and database maintaining.
- Better phone skills, database skills, overall people skills.
- Using computers, writing reviews, giving feedback, being very global throughout every dept. of the store. Time management and adapting to new changes, pulling the team to achieve what is expected of us. Directing work in a different way to peers, just not my personal team.
- I have learned how to make patient charts, where to go in the hospital to get the doctor’s mail, put information into patient’s charts.
5. What concerns do you have regarding your training site? What could be done to improve your training site?
   - To have the training in the fall when they have more time to go through stuff with you.
   - Blank
   - Sometimes there was a lot of down time but that’s really the nature of the business.
   - I did a lot of stuffing envelopes, although I know this is part of everyday business, it didn’t give me much experience.
   - Not much. Any time I ran into an issue, help was always there. The answer was there in the building, either from the Executive Team or from the online Support Resources and training guides of Best Practices.
   - Nothing.

6. Additional Comments
   - It was a good experience.
   - It was great to be able to train at my current job and I thank you for making that work for me.
   - Blank
   - Blank
   - Blank
   - I really enjoyed completing my training at a familiar place.
   - Blank