



Peer Review of Co-op Coordinator

Co-op Coordinator: _____

Peer Reviewer: _____

Reviewer's Relationship to Co-op Coordinator:

Departmental Peer

External Peer
Position _____

Setting of Observation:

Co-op Presentation

Other (describe) _____

Date/Time of Observation: _____

Directions:

Thank you for agreeing to carry out this Peer Review of Co-op Coordinator. The results of this review will be used to provide valuable feedback to the Co-op Coordinator who will use it to identify any areas where skills and expertise may be further developed.

The review focuses on the Co-op Coordinator's knowledge of the field and the Co-op Coordinator's interactions with students. Each item is to be assessed according to the following scale:

| | | | |
|--------------|--------------------------------|----------------|------------|
| S | SR | U | |
| Satisfactory | Satisfactory with Reservations | Unsatisfactory | No Opinion |

No Opinion is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where you cannot rate the Co-op Coordinator as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

Content Currency

- * 1. The Co-op Coordinator demonstrated currency in the topics considered. S SR U No Opinion

- * 2. The Co-op Coordinator referred to up-to-date processes, systems and/or equipment. S SR U No Opinion

- * 3. Instructional resources(e.g., handouts) were ready. S SR U No Opinion

Depth and Breadth of Knowledge

- * 4. The Co-op Coordinator demonstrated an adequate **depth** of knowledge of current job search practice. S SR U No Opinion

- * 5. The Co-op Coordinator demonstrated an adequate **breadth** of knowledge of current job search practice. S SR U No Opinion

- * 6. The Co-op Coordinator demonstrated an awareness of potential resources to support the student. S SR U No Opinion

** Asterisked items are to be left blank if the reviewer is unqualified to judge.*

Depth and Breadth of Knowledge (cont'd)

- * 7. The Co-op Coordinator suggested referrals to other professionals, as needed. S SR U No Opinion

Instructional Skills

8. The Co-op Coordinator appeared at ease in the instructional setting. S SR U No Opinion

9. The Co-op Coordinator's presentation of the session material was clear. S SR U No Opinion

10. The Co-op Coordinator presented material in a logically developed sequence. S SR U No Opinion

11. The Co-op Coordinator clearly established definitions and core concepts. S SR U No Opinion

** Asterisked items are to be left blank if the reviewer is unqualified to judge.*

Instructional Skills (cont'd)

12. The Co-op Coordinator's use of voice was effective. S SR U No Opinion

13. The Co-op Coordinator used instructional media effectively. S SR U No Opinion

14. The Co-op Coordinator's pace of delivery seemed matched to student comprehension levels. S SR U No Opinion

Student Interactions

15. The Co-op Coordinator had good student rapport. S SR U No Opinion

16. The Co-op Coordinator provided opportunities for student questions. S SR U No Opinion

Student Interactions (cont'd)

17. The Co-op Coordinator responded effectively to student questions. S SR U No Opinion

Instructional Materials

The following items are only to be responded to after analysis and review of the instructor's portfolio of course outlines and instructional materials (e.g., textbooks, handouts, assignments, etc.)

- * 18. The content of instructional materials was current. S SR U No Opinion

19. The content of instructional materials was clearly presented. S SR U No Opinion

20. Overall, instructional materials had a professional appearance. S SR U No Opinion

21. Instructional materials were at an appropriate level. S SR U No Opinion

** Asterisked items are to be left blank if the reviewer is unqualified to judge.*