

**Foothill - De Anza Community College District
Co-operative Education Work Experience Program**

De Anza College

VII. Self-Evaluation Criteria

A self-evaluation is a reflection essay of your Co-op course experiences. The essay should assess and describe your learning experiences and work accomplishments during this course.

The following guideline to writing a self-evaluation essay, addresses all the key point you need to include in your self-evaluation essay. Please review your essay for content and grammar prior to submission. *Attach a copy of the objective worksheet to your self-evaluation essay.*

- What were your learning objectives? (Describe them)
- What was your plan for achieving the objectives? (Identify the process used to achieve them)
- Were your learning objectives achieved?
- If yes, how well were they achieved? (Rate yourself)
- If not, why were the objectives not achieved? (Explain your challenges)
- Did the learning experience improve your job skills and work efficiency? (What improved?)
- If so, how? (Quantify your new knowledge or expanded learning)
- If not, what was needed?
- Did this experience help develop your career objectives?
- Were these objectives valuable in clarifying your career or educational goals?

IMPORTANT

- The essay must include your name, your instructor's name and the date.
- The essay must be typed and double-spaced. (You may use the computer lab).
- Use 12-inch font.
- **NO HANDWRITTEN ESSAYS ARE ACCEPTED**
- **NO LATE COURSE WORK IS ACCEPTED!**

Hand deliver your course work to the Co-op Office, or submit it to the mailbox located in the Administration Building Room 111.

For information on the District's policies and procedures regarding anti-discrimination and harassment issues, please refer to the following areas: The Foothill/De Anza District's web site at: <http://www.fhda.edu>; the De Anza College Catalog; the De Anza College Class Schedule; or contact the office of the Dean of Student Development and EOPS.