R·I·T On-line Co-op Evaluation System

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Motivation and Background

Currently the Office of Cooperative Education and Career Services (OCECS) must follow a labor-intensive process to collect and distribute evaluations for every student on co-op (Figure 1):

1. Compile the list of students on co-op
2. Find the appropriate evaluation form based on each student’s department
3. Mail the required evaluation form to each student’s employer via postal mail
4. Wait for employer to fill out and return the evaluation
5. File a paper copy, scan the evaluation, and store it in an Excel spreadsheet
6. Process academic department requests on their students’ evaluation forms
7. Send paper or electronic copy of evaluation forms to departments
8. Departments assign a grade for the student on co-op

Because the paper and pencil process currently in use for co-op evaluations for every student on co-op (Figure 1), the OCECS decided to replace it with a computer-based system.

Limitations of Current Process

- Postage costs and high turnover associated with mailing out evaluation forms
- Slow return of evaluations to academic departments
- Difficult to track students with evaluation forms pending submission
- Difficult to analyze data from submitted evaluations

Product Success

- Ability of employers to easily complete evaluation forms
- Efficient and accessible reporting capabilities for analysis
- Accessibility of completed evaluation forms by the co-op office and academic departments
- Accommodate forms that may change over time and support old forms
- Accommodate reports on groups of departments, which may have different forms (Figure 2)
- Security of data and user permission management

New System Improvements

- Eliminates postage costs and lowers turnover associated with postal service (Figure 4)
- Instantaneous evaluation results to the various academic departments
- Real-time view of students with pending evaluations (Figure 4)
- Real-time processing of submitted evaluations
- Flexible and easy-to-use reporting and data analysis capabilities on submitted evaluations (Figure 2)
- Concurrent access to centrally-stored evaluations
- Ability to define forms in a simple xml format (Figure 3)

Solution

- The new system significantly enhances the co-op evaluation process by leveraging the advantages of a web-based system
- Employers fill out and submit evaluations from any computer connected to the Internet
- The OCECS and academic departments can view and process the data associated with each evaluation

General Features:

- Import co-op registration data into our system from OCECS’s database
- Safely store and automatically archive data

OCECS & Academic Departments:

- Access is controlled with DCE accounts, passwords and a system permission tier
- Can view a list of employer evaluations pending submission
- Can view completed evaluation forms that are stored in a database.
- Can create reports on employer evaluations

OCECS:

- Can create new evaluation forms and assign them to a department (Figure 2)
- Can send email messages to all employers, instructing them to fill out their forms (Figure 6)

Employers:

- Access is controlled via uniquely generated username and passwords, with unique control numbers assigned to each student on co-op
- Can access forms for all sponsored students from one location at any time of the day
- Can fill out evaluations forms online