

Student: _____ Supervisor: _____ Technical Teacher: _____	Date: _____ Employer: _____ Cooperative Education Coordinator: _____	Grading Cycle: _____
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1. Health and Safety **20 Points**

The student understands occupational health and safety issues related to this occupation.

Exemplary		20	Recognizes unsafe situations and communicates concerns to appropriate authority.
Proficient		18	Practices health and safety protocol independently.
Developing		16	Practices health and safety protocol with minimal reinforcement and supervision.
Needs Imp.		14	Practices health and safety protocol with continuous reinforcement.

Comment: _____

2. Technical Skills **20 Points**

The student is strengthening and developing the technical skills listed in the cooperative education agreement.

Exemplary		20	Demonstrates independent performance in alignment with the highest level of industry standards.
Proficient		18	Demonstrates the ability to perform these skills without assistance and has attained proficiency.
Developing		16	Demonstrates the ability to perform these skills only with assistance and must continue development.
Needs Imp.		14	Demonstrates a very limited ability to perform these skills and needs to improve significantly.

Comment: _____

3. Acting Professionally **10 Points**

The student accepts direction/criticism and meets workplace standards on attendance, punctuality and dress code.

		N/A	This section is not applicable to the student's work-based learning at this time.
Exemplary		10	Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.
Proficient		9	Accepts direction positively and maintains appropriate attendance, punctuality and dress.
Developing		8	Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement.
Needs Imp.		7	Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress.

Comment: _____

4. Problem Solving **10 Points**

The student identifies problems, understands their context and develops solutions using critical thinking skills and teamwork.

		N/A	This section is not applicable to the student's work-based learning at this time.
Exemplary		10	Identifies potential problems and their causes as well as proposing creative solutions including preventive action.
Proficient		9	Identifies and solves problems independently.
Developing		8	Identifies and solves problems with minimal assistance and direction.
Needs Imp.		7	Identifies and solves problems with significant assistance and support.

Comment: _____

5. Interacting with Others **10 Points**

The student works professionally and respectfully with a diversity of co-workers, supervisors and customers/clients.

		N/A	This section is not applicable to the student's work-based learning at this time.
Exemplary		10	Handles difficult and stressful customer/client, co-worker and/or supervisor situations.
Proficient		9	Resolves client/customer problems where appropriate; participates as part of a team.
Developing		8	Initiates positive interactions with customers/clients, co-workers and supervisors.
Needs Imp.		7	Demonstrates basic interaction skills; responds when others initiate conversation.

Comment: _____

6. Completing Tasks**10 Points***The student participates fully in a task or project from initiation to completion, using time management skills.*

	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Initiates and manages multiple tasks/projects and delivers high-quality results on schedule.
Proficient	<input type="checkbox"/>	9	Sets priorities/deadlines and completes projects independently.
Developing	<input type="checkbox"/>	8	Manages time in order to complete tasks and projects with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty managing time in order to complete tasks and projects.

Comment:**7. Demonstrating Character****10 Points***The student displays loyalty, honesty and dependability.*

Exemplary	<input type="checkbox"/>	10	Takes pride in exhibiting personal and professional integrity.
Proficient	<input type="checkbox"/>	9	Displays and practices positive personal character traits.
Developing	<input type="checkbox"/>	8	Occasionally displays positive personal and professional character traits.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty understanding the traits that define personal character.

Comment:**8. Workplace Technology, Equipment and Tools****10 Points***The student selects and uses relevant workplace technology, equipment and tools in a safe and appropriate manner.*

	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Identifies innovative uses of technology, equipment and tooling that results in increased productivity.
Proficient	<input type="checkbox"/>	9	Selects/uses appropriate technology, equipment and tooling to complete work tasks.
Developing	<input type="checkbox"/>	8	Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty identifying appropriate technology, equipment and tools necessary to complete tasks.

Comment:**9. Applied Mathematics****10 Points***The student applies relevant mathematical calculations and concepts.*

	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Applies advanced math concepts in order to complete tasks.
Proficient	<input type="checkbox"/>	9	Applies math calculations such as measurements, fractions, percentages, etc.
Developing	<input type="checkbox"/>	8	Applies basic math calculations as necessary to complete appropriate tasks.
Needs Imp.	<input type="checkbox"/>	7	Performs basic math calculations – addition, subtraction, multiplication and division with assistance.

Comment:**10. Communication and Literacy****10 Points***The student demonstrates the ability to speak, listen, read, and write in order to function successfully in the workplace.***10a. Speaking and Listening**

	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Expresses complex ideas in an organized and concise manner; listens and retains information over time.
Proficient	<input type="checkbox"/>	9	Communicates through clear, articulate speech; listens attentively and demonstrates comprehension.
Developing	<input type="checkbox"/>	8	Speaks and listens with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty speaking clearly and listening.

Comment:**10b. Reading and Writing**

	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Reads and comprehends complex materials and/or exhibits high-level writing skills.
Proficient	<input type="checkbox"/>	9	Reads for understanding and/or writes clearly with proper spelling, punctuation and grammar.
Developing	<input type="checkbox"/>	8	Reads and/or writes with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty reading for comprehension and/or executing tasks involving writing.

Comment:

