

Instructor's Grading System

Instructor's Name: _____ Student's Name: _____ S.S.#: _____

Please keep an accurate record of the student's performance, indicating the number of points earned and the date earned for each requirement. Cooperative Work Experience Education can be taken for a letter grade or credit/no credit. Letter grades and credit will be assigned based on the following formula:

	DATE	POINTS
<p>FIRST CONFERENCE (15 Points) Students receive 15 points for making an appointment with you, the instructor, showing up on time, and completing the practice objective sheet signed by their employer/work supervisor. At the first conference, students contract with you to complete the Career Development Assignment, Option One or Option Two.</p>	_____	_____
<p>FIRST PROGRESS REPORT (10 Points) Made by arrangement with you to discuss progress of objectives and career development assignment.</p>	_____	_____
<p>SECOND PROGRESS REPORT (10 Points) Made by arrangement with you to discuss progress of objectives and related career development assignment.</p>	_____	_____
<p>FINAL CONFERENCE (10 Points) Students receive ten points for attending their final meeting with you, the instructor, at the time agreed upon. Final conference must be in person with you, the instructor, and within the grading period. Student receives final feedback and submits their Final Reflection Report.</p>	_____	_____
<p>STUDENT EVALUATION FORM - WORKPLACE COMPETENCIES (10 Points) Students receive 1 point for each competency demonstrated and remaining points for overall performance.</p>	_____	_____
<p>PERFORMANCE ON OBJECTIVES (RATINGS: 25 Points for Objectives; 75 Points Total) Objective Rating Scale: Rating 4 = 25 points Rating 2 = 15 points Rating 3 = 20 points Rating 1 = 0 points</p>	_____	_____
<p>Dates of Employer Contacts: Initial Contact: _____ Site Visit(s) (One Required): _____ Additional Contacts _____</p>		
<p>CAREER DEVELOPMENT ASSIGNMENT (30 Points) Students complete learning contract with you, the instructor, demonstrating: Option One - A self-paced homework assignment; or Option Two - completion of a minimum of one unit of a career development class.</p>	_____	_____
<p>FINAL REFLECTION REPORT (40 Points) The report must be at least 3 pages typed and double spaced. The specific content in the report will be agreed upon by you and your instructor. The types of reflection activities are:</p> <ul style="list-style-type: none"> • Summary of major accomplishments, results, and marketable skills gained directly through the Co-Op Work Experience. How did Co-Op specifically help. • Analyze individual classes and if and/or how it he he has been applied in the workplace. • Summary of career research on one or several careers of interest to you, including necessary education and training, industry outlook, and short term goals to reach career objective. Include informational interview. • Assignment agreed upon by you and instructor. 	_____	_____
<p>Grading: A = 200 - 180 points; B = 179 - 160 points; C = 159 - 140; D = 139 - 120; F = 119 or less</p>		
GRADE _____	TOTAL POINTS	_____