

WORK EXPERIENCE PROGRAM

GRADING RUBRIC/CHECKLIST

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AWARD TERM: \_\_\_\_\_\_\_\_\_\_ Work Period:\_\_\_\_\_\_\_\_\_\_\_\_**

**High School/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Placement: \_\_GCC Placement \_\_Self-Placement**

**Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Hafa Adai and Welcome to an exciting adventure!***

Listed below are the expectations for a successful training or co-operative education experience:

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| --- | --- | --- | --- |
|  | **ITEMS (used for grading)** | **POINTS** |  |
| 1. | **Daily Journal**   * Turn in **weekly** to your human resources manager or WE coordinator. Keep track of the number of hours worked per day/week (keep a copy for your records) * Describe your learning experiences. Be descriptive! | 100 |  |
| 2. | **Rating sheet & Employer-issued grade** (Employer’s Evaluation Form)   * Must be completed for each 90 hours of work | 150 |  |
| 3. | **Rating Sheet Attendance**   * 10 points deducted for each day of ***unexcused*** absence * 5 points deducted for each time late to work | 20 |  |
| 4. | Prepare a **PowerPoint** with photos (email to WE coordinator within **10 days** upon completion of your training – only ONE report for entire summer) to include:   * Your name, employer(s), your position(s), start/end date, total hours worked. * Described three or more skills you have learned from your position * Develop a training checklist for your position(s) * Describe how you have grown in dealing with people: customers, colleagues, and supervisors * Explain what changes you would make at your work site * Describe you most memorable experience at work * Describe how your work impacted your perception of your industry * Give a brief local history and description (facilities/services) of your company. Provide name of general manager and department head * Compile a list of 3 local competitors (name, address, contact and Gen Mgr.) | 110 |  |
| 5. | **Student Survey** (upon completion of training, email to WE coordinator) | 20 |  |
| 6. | **Contact WE Coordinator weekly & at end of training**; be timely with submissions | 50 |  |
| 7. | **Thank you email** (to your employer with a cc to coordinator within 3 days of last day) | 50 |  |
|  | **FINAL GRADE** (Average of totals) \*will be submitted by end of 1st semester | 500 |  |

Elective credits awarded according to the number of hours worked:

☐ 90 hours = 0.5 credit; ☐ 180 hours = 1.0 credit; ☐ 270 hours = 1.5 credits

**Note: internship students may switch positions or departments or employer after every 90 hours**

**Expectations: Commitment** (Don’t give up easily; set goals & finish them); **Communication** (Don’t be shy, ask questions, speak clearly, keep in touch); **Positive Attitude** (smile, have good eye contact, eager to learn);

**Be professional** (Dress appropriately for work, be on time); **Training & documents** must be completed by \_\_\_\_\_ or earlier

**WE coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**