

Work Experience Evaluation and Grading Criteria (Generic Form)

Notes: The grading format is intended to evaluate the knowledge and actions students are expected to exhibit as outlined in the Program Student Learning Outcomes. Individual instructors can make adjustments to the format. Discussion about the evaluation and its content is held at regular program meetings. Each element in the evaluation was reviewed by instructors for alignment with the Program Student Learning Outcomes (PSLOs).

The following criteria will determine the grade earned (100 points):

Orientation (6 pts.) {PSLOs 1, 2, 3, 4, 6}

- Attended orientation (3 pts)
- All required paperwork was turned in and complete (3 pts)

Learning Objectives (15 pts.) {PSLOs 1, 2, 3, 4, 5}

- Reviewed learning objectives with workplace supervisor (3 pts)
- Quality of objectives (SMART) (10 pts)
- Reviewed evaluation of learning objectives and work performance prior to site visit (2 pts)

Scheduling and Coordination of site appointment (15 pts.) {PSLOs 1-4, 6}

- Worked with Faculty Advisor to schedule site appointments (5 pts)
- Coordinated and kept Faculty Advisor informed (5 pts)
- Appointments were held as scheduled/24 hour notice given in an emergency (5 pts)

Communication (14 pts.) {PSLOs 1-6}

- Adhered to procedures established by the Faculty Advisor and syllabus (2 pts)
- Responsive to the Faculty Advisor (usually within three days) (5 pts)
- Effective communication through Internet, email and phone (3 pts)
- Notified Faculty Advisor when necessary about job/objective changes or any problems (2 pts)
- Student delivered Internship Initiation letter to workplace supervisor prior to 1st site visit (2 pts)

Time Management (10 pts.) {PSLOs 1-6}

- Arrived on-time for scheduled hours and meetings with Faculty Advisor (2 pts)
- Timesheets signed and submitted to Faculty Advisor in a timely manner (5 pts)
- Student met ALL program timelines/due dates (3 pts)

Objectives Evaluation (24 pts.) {PSLOs 1-6}

- Completed mid-semester progress evaluation of learning objectives on/before due dates (6 pts)
- Evaluation of learning objectives and work performance by student and supervisor (18 pts)

Program Evaluation-Completed (16 pts.) {PSLOs 3, 5, 6}

- Email to Work Experience Coordinator on/before due date (6 pts)

_____ **Total Points:**

Grading Scale:

- 100 – 91 pts. = A**
- 90 – 81 pts. = B**
- 80 – 71 pts. = C**
- 70 – 61 pts. = D**
- 60 – below = F**