

**Mendocino College AOD 197a: AODS Practicum
ASSIGNMENT WORKSHEET**



Name: _____

Semester: FALL 2011

Assignment	Due Date(s)	Possible Points	Point Breakdown
ORIENTATION	My Orientation date:	15	N/A
CONTACT INFO FORM (w/signatures)	2 days after my orientation:	15	Complete 8 pts; On time 7 points
JOB DESCRIPTION	1 week after orientation	10	Complete 5 pts; On time 5 pts.
INTERNSHIP SCHEDULE	1 week after orientation	15	Complete 10 points; On time 5 points
CORE FUNCTION/SUPERVISION LOGS (signed by supervisor with hours added up)	By 5 th day of the month (or nearest weekday): 1. <u>9/6/11</u> 2. <u>10/5/11</u> 3. <u>11/7/11</u> 4. <u>12/5/11</u>	30	On time 10 points Complete (hours totaled; signatures) 10 points
SELF EVALUATION	One week before end of semester: Friday, December 9, 2011	25	On time 5 points; Insightful 15 points Thoroughly addresses each question 20 pts
MEETING WITH INSTRUCTOR	You are expected to meet together with your instructor and work supervisor when they meet. However, your instructor may ask you to meet individually at other times if you are not making adequate progress.	15	Responsive to Instructor's request for meeting 10 points Thorough, insightfulness of discussion 5 points
Spelling, Grammar and Punctuation	All assignments must be submitted with correct spelling, grammar and punctuation	10	2 points deducted for each spelling, grammar and/or punctuation error, up to 20 points
EMPLOYER EVALUATION	One week before end of semester: Friday, December 9, 2011	95	90 x 0.67
Total Points		230	A=207-230; B=184-206 C=161-183; D=138-160

August 22, 2011

Other important dates:

Last day to drop full-semester classes (without grade notation): September 16th; Last day to apply for credit/no credit: September 23rd; Last day to withdraw from full-semester classes: November 18th