

**Mendocino College Cooperative Work Experience Education
TRACKING/GRADE SHEET**



Name: _____

Semester: SPRING 2009

Assignment	Date(s)	Comments	Points		Point Breakdown	Student Points
			O	G		
ORIENTATION			20	20	Attends orientation scheduled at the beginning of the semester or within 2 weeks of enrollment: 20 points	
APPLICATION	1 st draft:		15	15	Complete 9 pts; Neat 3 pts On time 3 points	
	Final Version:					
JOB DESCRIPTION			10	5	Complete 5 pts; On time 5 pts.	
OBJECTIVE(S)	1 st Draft:		25	25	Follows guidelines 15 points Appropriate to job 5 points On time 5 points	
	2 nd Draft		15	15	Responsive to instructor's feedback 10 pts; On time 5 pts	
	Signed Version					
TIME SHEETS (signed by supervisor with hours added up)			20	20	On time 10 points Complete (hours totaled; signatures)10 points	
EMPLOYER VISIT						
SELF EVALUATION (one for each objective)			50	50	On time 5 points; Insightful 25 points Thoroughly addresses each question 20 pts	
PROJECT (CED 50, CED 195)				15	On time 5 points Comprehensive 10 points	
Meeting with instructor			15	15	Responsive to Instructor's request for meeting 10 points Thorough, insightfulness of discussion 15 points	
Employer Evaluation			60	50	Occ: 90 x 0.67 Gen: 90 x 0.56	
Grading Scale			230		A=207-230; B=184-206 C=161-183; D=138-160	
TOTAL POINTS/GRADE						