

**Mendocino College Cooperative Work Experience Education
ASSIGNMENT WORKSHEET**



My Name: _____

Semester: FALL 2009

Assignment	Due Date(s)	Possible Points		Point Breakdown
		Occ	Gen	
ORIENTATION	My Orientation date:	15	15	Attends orientation scheduled at the beginning of the semester or within 2 weeks of enrollment: 20 points
APPLICATION (with signatures)	2 days after my orientation:	15	15	Complete 9 pts; Neat 3 pts On time 3 points
JOB DESCRIPTION	1 week after orientation	10	5	Complete 5 pts; On time 5 pts.
OBJECTIVE(S) ▪ 1 st Draft:	1 week after orientation:	20	20	Follows guidelines 15 points Appropriate to job 5 points On time 5 points
▪ Approved by instructor	2 weeks after orientation:	15	15	Responsive to instructor's feedback 10 pts; On time 5 pts
▪ Submitted with signatures	1 week after my objectives are approved			
TIME SHEETS (signed by supervisor with hours added up)	By 5 th day of the month (or nearest weekday): 1. <u>9/7/09</u> 2. <u>10/5/09</u> 3. <u>11/5/09</u> 4. <u>12/7/09</u>	20	20	On time 10 points Complete (hours totaled; signatures) 10 points
SELF EVALUATION (one for each objective)	One week before end of semester: Thursday, December 10, 2009	40	40	On time 5 points; Insightful 25 points Thoroughly addresses each question 20 pts
PROJECT (CED 50, CED 195 ONLY)	One week before end of semester: Thursday, December 10, 2009	N/A	15	On time 5 points Comprehensive 10 points
Meeting with instructor	This meeting is optional for those who attended the orientation, unless your instructor contacts you and informs you of the need to meet to discuss your progress	15	15	Responsive to Instructor's request for meeting 10 points Thorough, insightfulness of discussion 15 points
Spelling, Grammar and Punctuation	All assignments must be submitted with correct spelling, grammar and punctuation	20	20	2 points deducted for each spelling, grammar and/or punctuation error
Employer Evaluation	One week before end of semester: Thursday, December 10, 2009	60	50	Occ: 90 x 0.67 Gen: 90 x 0.56
Total Points		230	230	A=207-230; B=184-206 C=161-183; D=138-160

August 16, 2009

Other important dates:

Last day to drop full-semester classes (without grade notation): September 11th; Last day to apply for credit/no credit: September 18th; Last day to withdraw from full-semester classes: November 13th