**Mendocino College Cooperative Work Experience Education**

**ASSIGNMENT WORKSHEET**

My Name: \_\_\_\_\_\_\_\_ Semester: Spring 2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **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: 5 points; Quiz: 10 points |
| **CONTACT INFORMATION FORM** (with signatures) | 2 days after my orientation: | 15 | 15 | Complete 9 pts; Neat 3 ptsOn time 3 points |
| **JOB DESCRIPTION** | 1 week after orientation | 10 | 5 | Occ: Complete 5 pts; On time 5 pts.Gen: Complete 3 pts; On time 2 pts. |
| **OBJECTIVE(S)** * 1st Draft:
 | 1 week after orientation: | 20 | 20 | Follows guidelines 12 points Appropriate to job 4 pointsOn time 4 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 5th day of the month (or nearest weekday):1. March 5th2. April 5th3. May 4th4. May 18th last time sheet of the semester | 20 | 20 | On time 10 pointsComplete (hours totaled; signatures) 10 points |
| **SELF EVALUATION** (one for each objective) | One week before end of semester: Friday, May 18th | 40 | 40 | On time 5 points; Insightful 15 points Thoroughly addresses each question 20 pts |
| **PROJECT (CED 50, CED 195 ONLY)** | One week before end of semester: Friday, May 18th | N/A | 15 | On time 5 pointsComprehensive 10 points |
| **Meeting with instructor** | You are required to meet with your instructor during the semester, typically when your instructor and work supervisor meet. However, your instructor may ask you to meet with him or her at other times if you are not making adequate progress. | 15 | 15 | Responsive to Instructor’s request for meeting 10 pointsThorough, insightfulness of discussion 5 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, up to 20 points |
| **Employer Evaluation**  | **One week before end of semester:**Friday, May 18th | **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** |
|  |  |  |  |  |