

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



My Name: _____

Semester: _____

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 pts On 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) ▪ 1 st Draft:	1 week after orientation:	20	20	Follows guidelines 12 points Appropriate to job 4 points On 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 5 th day of the month (or nearest weekday): 1. February 5th 2. March 6th 3. April 5th 4. May 5th	20	20	On time 10 points Complete (hours totaled; signatures) 10 points
SELF EVALUATION (one for each objective)	One week before end of semester: Friday, May 15h	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 15th	N/A	15	On time 5 points Comprehensive 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 points Thorough, 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 15th	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

Other important dates:

Last day to drop classes (without grade notation): January 31 Last day to apply for pass/no pass: February 21; Last day to withdraw from full-semester classes: April 24