

## COURSE SYLLABUS

**PURPOSE:** The Cooperative Education (Coop. Ed.) course provides students with instruction and hands-on work experience in their chosen career field, under the guidance of an HCC faculty member and a worksite supervisor. Participating students will have an opportunity to enhance awareness and understanding of curricular subjects through the integration of school-based and work-based learning. The semester's study should be comprehensive, covering as many aspects of the career field as possible, with emphasis on work production, technical skills, and workplace ethics/habits.

**COURSE CONTENT:** Students will receive instruction in an occupational field through alternating periods of study and periods of related work in a real life setting. Students will establish learning objectives at the beginning of the semester, with the assistance of the Co-op coordinator and work supervisor, designed to define the learning experience and provide the vehicle for accomplishing/assessing student and supervisor goals. The stated objectives will be the basis for evaluating student performance on the job. On-the-job assignments will be varied and in accordance with the work that needs to be done. All work will be performed under actual working conditions, designed to meet employer's requirements.

**STUDENT LEARNING OUTCOMES:** Participation in WORK 94 will enable students to develop in the following skills:

1. Apply knowledge and skills needed in working with people. Solve work related issues such as conflict management, procrastination, stress and anger management, and group-solving skills.
2. Apply safety and health principles in the workplace (accident prevention concepts, hazard identification and evaluation methods, investigation and reporting techniques, record keeping, environmental management, workers' compensation principles, and a survey of relevant regulations and professional guidelines).
3. Make clear and effective presentations to individuals and groups; organize and communicate ideas and information appropriate to the listener and the situation; listen to others and provide appropriate feedback.
4. Communicate ideas graphically to others through the use of sketches and rough drawings; demonstrate basic Mechanical Drawing skills, and use various types of blueprints (including Welding, Electrical, Sheet Metal, Carpentry, Structural and Plumbing) to perform work-related functions.
5. Apply math skills to analyze and solve work-related problems (measurement, conversions, geometry, volume, and load).
6. Apply writing skills to conduct research and create reports related to technical work documents and other shipyard related tasks.
7. Apply basic laws of physics (ohm's law, Boyle's law, circuitry, load, and demonstrations as proof of formula) to solve work-related problems.
8. Demonstrate Trade Theory knowledge and skills to perform all duties required at the cooperative education work site according to industry standards (demonstrate positive work habits, use appropriate work procedures, tools, and equipment, and follow all safety procedures).
9. Assess personal abilities and skills in relation to job duties (evaluate personal performance in relation to job duties, demonstrate willingness to learn, listen to criticism and change behavior) and make appropriate changes when necessary.

**METHODS OF INSTRUCTION:** All instructions are individually developed to meet student objectives. Students will work under the supervision of sponsors in industry who possess the skill and knowledge of the occupational area. Individual and/or group conferences will be held to discuss employer's evaluation of student progress.

**ELECTIVE CREDIT:** 75 hours of work per semester are required for each credit.

**GRADING SYSTEM & REQUIREMENTS:** Students receive a letter grade for their participation in Coop. Ed.

<b>STUDENT ASSIGNMENTS</b> (Semester Grades will be adversely affected if assignments are late or incomplete)		
Due Des	cription	% of Grade
September 4, 2009 (Friday)	Cooperative Education Student Application	5%
September 4, 2009 (Friday)	Cooperative Education Agreement	5%
October 30, 2009 (Friday)	Midterm Report	20%
December 14, 2009 (Monday)	Time Sheet	10%
December 14, 2009 (Monday)	Supervisor's Evaluation of Student	40%
December 14, 2009 (Monday)	Student Self-Assessment & One Page Paper	20%

**(Due September 4, 2009)**  
**PHNSY & IMF Apprentice Program**  
**FEDERAL WORK CYCLE (WORK 94V) COOPERATIVE EDUCATION COURSE OUTLINE**

Student:	Coop. Ed. Coordinator:	<b>Jeannie Shaw</b>
Supervisor:	Office Hours	<b>M-F 0630 - 1500</b>
Shop:		<b><u>PHNSY</u>: Building 2, Room 117 (473-9430)</b>
		<b><u>HCC</u>: Building 5, Room 103B, Cooperative Education (845-9492)</b>

**PURPOSE:** The Cooperative Education course (Work 94) was created according to an agreement between HCC and PHNSY & IMF for the conduct of students under the SCEP Program through the Office of Personnel Management (OPM) regulations.

**COURSE OBJECTIVES:** To prepare students for Wage Grade (WG) occupations by alternating periods of academic study and work experience. By combining the advantages of a well-rounded education with the experience gained from actual work assignments, this program will enhance both the quality and quantity of graduate apprentices entering their respective career fields.

STUDENT ASSIGNMENTS (Semester Grades will be adversely affected if assignments are late or incomplete)		
Due Descrip	tion	% of Grade
September 4, 2009	Cooperative Education Student Application Cooperative Education Agreement	5% 5%
October 30, 2009	Midterm Report	20%
December 14, 2009	Time Sheet Supervisor's Evaluation of Student Student Self-Assessment	10% 40% 20%

**COOPERATIVE EDUCATION STUDENT APPLICATION**

**Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Evening Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

**Certification**

**I certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. **I understand** that this information may be investigated. **I agree to:**

- indemnify, defend and hold harmless the Employer and the University of Hawaii and the State of Hawaii, and their officers, employees, agents, or any person acting on their behalf from and against any claim or demand for loss, liability or damage connected with the performance of this agreement, or made by reason of the non-performance of any of the terms, covenants and conditions herein, or any Federal, state municipal or county rules; and,
- authorize the Co-op coordinator to release information about my academic records to the Co-op Employer for purpose of obtaining or maintaining employment. These records include grades, grade point average, courses attempted, courses completed, academic status (probation, suspension, Dean's list, honor's graduate) and any other information contained in my academic history. This authorization is valid for 5 years from the date signed.
- be enrolled at HCC in a 2-year AAS Degree program.
- register for classes at HCC every semester (minimum of 6 credits per semester).
- meet all medical and security requirements for employment at PHNSY & IMF.
- register in the WORK 94 course every semester and complete a minimum of 750 hours of work experience.
- satisfactorily complete 780 hours of PHNSY Trade Theory training.
- complete the following 8 courses: ENG 120, MATH 50 & 55, SP 151, PHYS 51, FAMR 296, IEDD 101, and OESM 101.
- maintain a C or better grade in academic courses as well as a minimum grade of 75% in all Shipyard & IMF Trade Theory Courses. A student who fails to achieve at least a C in all credits graded at the end of the semester will be placed on academic probation and given an additional school semester to improve the grade on his/her own time and expense. If he/she does not improve the grade during this time frame, he/she will be terminated from the SCEP/Apprentice Program. If he/she fails 2 or more courses at the end of the semester, receiving D or F, in either course(s) he/she will be terminated from the SCEP/Apprentice Program. Permanent failing grades in trade theory courses and/or unsatisfactory performance in work experience areas will also be cause for his/her termination from the Program.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Due September 4, 2009)**  
**PHNSY & IMF Apprentice Program**  
**COOPERATIVE EDUCATION AGREEMENT**

<b>Student Name:</b>	<b>Section #:</b>	<b>Shop #:</b>
<b>PHNSY Badge #:</b>	<b>Student ID #:</b>	
<b>Email Address:</b>	<b>Position:</b>	

Cooperative Education (Coop. Ed.) is a planned and progressive, career-related student employment program designed to provide a plan of educational instruction, which is designed to strengthen worker performance in the Federal service. Coop. Ed. students are covered under the agency's existing performance appraisal system. The appraisal system provides an effective mechanism for assessing Coop. Ed. students' progress and evaluating their work performance. The objective of the PHNSY Apprentice Coop. Ed. program is for students to gain appropriate knowledge, skills and attitudes by actively participating in classroom and Trade Theory instruction and by demonstrating what they learned on the job.

**The Specific Learning Outcomes** are what the learner is expected to know, care about and be able to do as a result of this course. The intended outcomes for this program are: (**Check those that apply**)

- Apply knowledge and skills needed in working with people. Solve work related issues such as conflict management, procrastination, stress and anger management, and group-solving skills.
- Make clear and effective presentations to individuals and groups; organize and communicate ideas and information appropriate to the listener and the situation; listen to others and provides appropriate feedback.
- Communicate ideas graphically to others through the use of sketches and rough drawings; demonstrate basic Mechanical Drawing skills, and use various types of blueprints (including Welding, Electrical, Sheet Metal, Carpentry, Structural and Plumbing) to perform work-related functions.
- Apply safety and health principles in the workplace (accident prevention concepts, hazard identification and evaluation methods, investigation and reporting techniques, recordkeeping, environmental management, workers' compensation principles, and a survey of relevant regulations and professional guidelines).
- Apply math skills to analyze and solve work-related problems (measurement, conversions, geometry, volume, and load).
- Apply writing skills to conduct research and create reports related to technical work documents and other shipyard related tasks.
- Apply basic laws of physics (ohm's law, Boyle's law, circuitry, load, and demonstrations as proof of formula) to solve work-related problems.
- Perform all duties required at the cooperative education work site according to industry standards (demonstrate positive work habits, use appropriate work procedures, tools, and equipment, and follow all safety procedures).
- Assess personal abilities and skills in relation to job duties (evaluate personal performance in relation to job duties, demonstrate willingness to learn, listen to criticism and change behavior) and make appropriate changes when necessary.

**Cooperative Education Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Due October 30, 2009)**  
**PHNSY & IMF Apprentice Program**  
**Midterm Activity Report**

**Student's Name:**

**Describe your primary duties at work and list any new skills or training you obtained related to your learning objectives at work this period:**

**Describe connections between what you learned in class and the work you performed on the job - Be specific, i.e., in (Physics & English, Speech & FAMR, IEED 101 & Math 50, OESM & Math 55), I learned \_\_\_\_\_ that helped at work when I \_\_\_\_\_.**

**Share something that you feel proud about doing this period at work:**

**OTHER COMMENTS:**

**(Due December 14, 2009)**  
**PHNSY & IMF Apprentice Program**  
**Student Time Sheet**

<b>Student Name:</b>	<b>Employer: PHNSY &amp; IMF</b>
<b>Supervisor Name:</b>	<b>Supervisor's Telephone:</b>
<b>Cooperative Education Coordinator: Jeannie Shaw</b>	<b>Coordinator's Telephone: (808) 473-9430 - (808) 295-6893</b>

**TOTAL NUMBER OF \*HOURS WORKED**

Pay Period	Hours	Pay Period	Hours	Pay Period	Hours
August 30 – September 05		October 04 – October 17		November 15 – November 28	
September 06 – September 19		October 18 – October 31		November 29 – December 05	
September 20 – October 03		November 01 – November 14		December 06 – December 14	
<b>Total Hours</b>					

**\*Trade theory and academic hours are NOT included.**

**This time sheet must be returned to Jeannie Shaw by: December 14, 2009. If you want to make an appointment come by the office or call: (808) 473-9430 or (808) 295-6893**

**EMPLOYER'S VERIFICATION**

In order that we may award the proper credit(s), we request your verification on the total hours worked by this student **during the period noted above**.

***I certify that the student was employed by this company for the period hours indicated.***

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Due December 14, 2009)**

**PHNSY & IMF Apprentice Program - Student Self-Assessment**

<b>Student's Name:</b>					
One of the objectives for this course is for you to reflect on your accomplishments. Please respond by checking one choice for each item below					
<u>Relationship with Coop Coordinator</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Supervisor's Orientation to Job</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Quality of Work Assignments</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Overall Value of Work Experiences</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Relations with Workers</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	
<u>Work Production</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Appearance</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Reliability</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Logical Thinking</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Stress Reaction</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	
<u>Job Knowledge</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Orderliness</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Learning New Tasks</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Health and Fitness</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Attitude</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	
<b>TECHNICAL MATH:</b> This item measures how effectively you apply math skills to analyze and solve work-related problems.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of math at work	<input type="checkbox"/> Fully Successful Very successful use of math at work	<input type="checkbox"/> Successful Applies math effectively to solve problems at work	<input type="checkbox"/> Minimally Successful Sometimes applies math skills to solve work-related problems	<input type="checkbox"/> Unacceptable Has difficulty applying math skills to solve problems
<b>MECHANICAL DRAWING TECHNIQUES:</b> This item measures your sketches, rough drawings, mechanical drawing skills, and use of blueprints.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of drawings and blueprints	<input type="checkbox"/> Fully Successful Very effective drawings and blueprints	<input type="checkbox"/> Successful Uses drawings and blueprints effectively	<input type="checkbox"/> Minimally Successful Sometimes uses drawings and blueprints effectively	<input type="checkbox"/> Unacceptable Has difficulty using drawings and blueprints effectively
<b>OCCUPATIONAL SAFETY AND HEALTH:</b> This item measures how effectively you apply safety and health principles in the workplace.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of safety and health principles at work	<input type="checkbox"/> Fully Successful Very successful use of safety and health principles at work	<input type="checkbox"/> Successful Successful use of safety and health principles at work	<input type="checkbox"/> 2=Minimally Successful Sometimes uses safety and health principles at work	<input type="checkbox"/> Unacceptable Does not apply safety and health principles at work
<b>TECHNICAL WRITING:</b> This item measures how effectively you communicate ideas and information effectively in writing.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding writing skills	<input type="checkbox"/> Fully Successful Very successful writing skills	<input type="checkbox"/> Successful Writes well	<input type="checkbox"/> Minimally Successful Sometimes writes well	<input type="checkbox"/> Unacceptable Rarely writes well
<b>PHYSICS:</b> This item measures how effectively you apply basic laws of physics (ohm's law, Boyle's law, circuitry, load, proof formulas, etc.) to solve work-related problems.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of physics to solve work-related problems	<input type="checkbox"/> Fully Successful Very successful using physics to solve work-related problems	<input type="checkbox"/> Successful Successful using physics to solve work-related problems	<input type="checkbox"/> Minimally Successful Sometimes uses physics effectively at work	<input type="checkbox"/> Unacceptable Doesn't apply physics to solve work-related problems
<b>FAMILY RESOURCES:</b> This item measures how effectively you work with people (manage conflict, avoid procrastination, and manage stress and anger, and teamwork).					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Maintains Outstanding relations at work	<input type="checkbox"/> Fully Successful Maintains Very effective relations at work	<input type="checkbox"/> Successful Maintains Successful relations at work	<input type="checkbox"/> Minimally Successful Occasionally has successful relations at work	<input type="checkbox"/> Unacceptable Does not maintain successful relations at work
<b>PERSONAL AND PUBLIC SPEAKING:</b> This item measures how effectively you make presentations, organize and communicate information, and listen to others.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Makes outstanding presentations	<input type="checkbox"/> Fully Successful Makes very successful presentations	<input type="checkbox"/> Successful Makes clear, effective and appropriate presentations	<input type="checkbox"/> Minimally Successful Sometimes makes clear, effective presentations	<input type="checkbox"/> Unacceptable Rarely Makes clear, effective and appropriate presentations
<b>JOB PERFORMANCE:</b> This item measures your overall work performance including teamwork, safety, work habits and use of tools and equipment.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding overall work performance	<input type="checkbox"/> Fully Successful Very successful overall work performance	<input type="checkbox"/> Successful Successful overall work performance	<input type="checkbox"/> Minimally Successful Sometimes performs tasks accurately and on time	<input type="checkbox"/> Unacceptable Has difficulty performing all tasks accurately and on time

**(Due December 14, 2009)**

**PHNSY & IMF Apprentice Program - Student Self-Assessment Paper**

For your self-evaluation paper reflect on your apprenticeship experiences this semester (such as what you have learned in your courses, any positive or negative experiences, how you have benefited from this experience, what you learned about yourself, etc.), most importantly, describe how your classroom instruction relates to your trade theory classes and on-the-job training. **The paper must be in the following format: 1. One or more pages 2. Typed (12 point font) 3. Double-spaced**

Student's Signature:

Date:

**(Due December 14, 2009)**

**PHNSY & IMF Apprentice Program - Supervisor's Evaluation of Student Performance**

Supervisor's Name:			Supervisor's Telephone:		
Company: PHNSY & IMF			Supervisor's Email:		
Student's Name:			Student's Telephone:		
Coordinator: Jeannie Shaw, Coop. Ed. Phone: (808) 845-9492 (HCC)			PHNSY - Building 2, Room 117 Phone: (808) 473-9430 (PH) Fax: (808) 474-0405 Email: <a href="mailto:jeannie@hcc.hawaii.edu">jeannie@hcc.hawaii.edu</a>		
<u>Relationship with Coop Coordinator</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Supervisor's Orientation to Job</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Quality of Work Assignments</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Overall Value of Work Experiences</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Relations with Workers</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	
<u>Work Production</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Appearance</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Reliability</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Logical Thinking</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Stress Reaction</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	
<u>Job Knowledge</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Orderliness</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Learning New Tasks</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Health and Fitness</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	<u>Attitude</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable <input type="checkbox"/> Minimally successful <input type="checkbox"/> Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Outstanding	
<b>TECHNICAL MATH:</b> This item measures how effectively you apply math skills to analyze and solve work-related problems.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of math at work	<input type="checkbox"/> Fully Successful Very successful use of math at work	<input type="checkbox"/> Successful Applies math effectively to solve problems at work	<input type="checkbox"/> Minimally Successful Sometimes applies math skills to solve work-related problems	<input type="checkbox"/> Unacceptable Has difficulty applying math skills to solve problems
<b>MECHANICAL DRAWING TECHNIQUES:</b> sketches and rough drawings; mechanical drawing skills, and use of blueprints to perform work-related functions.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of drawings and blueprints	<input type="checkbox"/> Fully Successful Very effective use of drawings and blueprints	<input type="checkbox"/> Successful Uses drawings and blueprints effectively	<input type="checkbox"/> Minimally Successful Sometimes uses drawings and blueprints effectively	<input type="checkbox"/> Unacceptable Has difficulty using drawings and blueprints effectively
<b>OCCUPATIONAL SAFETY AND HEALTH:</b> This item measures how effectively you apply safety and health principles in the workplace.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of safety and health principles	<input type="checkbox"/> Fully Successful Very successful use of safety and health principles	<input type="checkbox"/> Fully Successful Successful of safety and health principles	<input type="checkbox"/> Minimally Successful Sometimes uses safety and health principles	<input type="checkbox"/> Unacceptable Does not apply safety and health principles
<b>TECHNICAL WRITING:</b> This item measures how effectively you communicate ideas and information effectively in writing.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding writing skills	<input type="checkbox"/> Fully Successful Very successful writing skills	<input type="checkbox"/> Successful Writes well	<input type="checkbox"/> Minimally Successful Sometimes writes well	<input type="checkbox"/> Unacceptable Rarely writes well
<b>PHYSICS:</b> Applying basic laws of physics (ohm's law, Boyle's law, circuitry, load, proof formulas, etc.) to solve work-related problems.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Outstanding use of physics	<input type="checkbox"/> Fully Successful Very successful use of physics	<input type="checkbox"/> Successful Successful use of physics	<input type="checkbox"/> Minimally Successful Sometimes uses physics	<input type="checkbox"/> Unacceptable Does not apply physics
<b>FAMILY RESOURCES:</b> This item measures how effectively you work with people (manage conflict, avoid procrastination, and manage stress and anger, and teamwork).					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Maintains Outstanding relations at work	<input type="checkbox"/> Fully Successful Maintains Very effective relations at work	<input type="checkbox"/> Successful Maintains Successful relations at work	<input type="checkbox"/> Minimally Successful Occasionally has successful relations at work	<input type="checkbox"/> Unacceptable Does not maintain successful relations at work
<b>PERSONAL AND PUBLIC SPEAKING:</b> This item measures how effectively you make presentations, organize and communicate information, and listen to others.					
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Outstanding Makes outstanding presentations	<input type="checkbox"/> Fully Successful Makes very successful presentations	<input type="checkbox"/> Successful Makes clear, effective and appropriate presentations	<input type="checkbox"/> Minimally Successful Sometimes makes clear, effective presentations	<input type="checkbox"/> Unacceptable Rarely Makes clear, effective and appropriate presentations
<b>JOB PERFORMANCE:</b> Working in a team to perform all duties safely, demonstrating positive work habits and using appropriate procedures, tools and equipment.					
<input type="checkbox"/> Outstanding Outstanding overall work performance	<input type="checkbox"/> Fully Successful Very successful overall work performance	<input type="checkbox"/> Successful Successful overall work performance	<input type="checkbox"/> Minimally Successful Sometimes performs tasks accurately and on time	<input type="checkbox"/> Unacceptable Has difficulty performing all tasks accurately and on time	
<b>OVERALL EVALUATION:</b> The student worked a total of _____ hours this period. Hourly Wage: _____					
<input type="checkbox"/> A= Outstanding		<input type="checkbox"/> B= Fully Successful		<input type="checkbox"/> C= Successful	
				<input type="checkbox"/> D= Minimally Successful	
				<input type="checkbox"/> F=Unacceptable	
Comments: <i>Please use the back of this sheet.</i>			Date: _____		
Supervisor's Signature: _____					