

COOPERATIVE EDUCATION AGREEMENT

Student Assessment

Student Name _____	Shop _____	Cycle _____
# Hours worked _____	Week of: _____	to: _____
Company Name _____	Employer's Signature _____	

Co-Op Employer to complete a student assessment report at the end of each week worked.

Employability Skills		(7 Pts) Needs Improvement	(8 Pts) Developing	(9 Pts) Proficient	(10 Pts) Exemplary
1.	Communication and Literacy: The student demonstrates the ability to speak, listen, read, and write to function successfully.				
2.	Organizing and Analyzing Information: The student gathers, organizes and evaluates the meaning of documents and information.				
3.	Problem Solving: The student identifies problems, understands their context and develops solutions.				
4.	Using Technology: The student identifies and applies appropriate technologies.				
5.	Completing Entire Activities: The student participates fully in a task or project from initiation to completion, using time management skills.				
6.	Acting Professionally: The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.				
7.	Interacting with Others: The student works professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflicts in a constructive manner.				
8.	Understanding All Aspects of the Industry: The student understands the structure and dynamics of the entire organization, health and safety issues in the industry and the role of the business within the larger community.				
9.	Taking Responsibility for Career and Life Choice: The student balances demands of work, school and personal life and takes responsibility for developing his or her own personal and professional growth.				
10.	Character: Displays loyalty, honesty, dependability, initiative, self-discipline, and self-responsibility.				
TOTAL POINTS					

Comments: _____

**Student's Skills Assessment-to be completed each cycle by Co-Op Employer.
 Please EMAIL TO: hireahawk@sersd.org**