

Nashoba Valley Technical High School
School to Career - Vocational Technical Cooperative Education Program

ASSESSMENT OF STUDENT WORK

FINAL ASSESSMENT

Student: _____ Date: _____

Supervisor: _____ Employer: _____

Technical Teacher: _____ Co-op Ed Coordinator: _____

1. Health and Safety

20 Points

The student understands occupational health and safety issues related to this occupation.

- | | | | |
|------------|--------------------------|-----------|--|
| Exemplary | <input type="checkbox"/> | 20 | Recognizes unsafe situations and communicates concerns to appropriate authority. |
| Proficient | <input type="checkbox"/> | 18 | Practices health and safety protocol independently. |
| Developing | <input type="checkbox"/> | 16 | Practices health and safety protocol with minimal reinforcement and supervision. |
| Needs Imp. | <input type="checkbox"/> | 14 | Practices health and safety protocol with continuous reinforcement. |

Comment: _____

2. Technical Skills

20 Points

The student is strengthening and developing the technical skills listed in the cooperative education agreement.

- | | | | |
|------------|--------------------------|-----------|--|
| Exemplary | <input type="checkbox"/> | 20 | Demonstrates independent performance in alignment with the highest level of industry standards. |
| Proficient | <input type="checkbox"/> | 18 | Demonstrates the ability to perform these skills without assistance and has attained proficiency. |
| Developing | <input type="checkbox"/> | 16 | Demonstrates the ability to perform these skills only with assistance and must continue development. |
| Needs Imp. | <input type="checkbox"/> | 14 | Demonstrates a very limited ability to perform these skills and needs to improve significantly. |

Comment: _____

3. Acting Professionally

10 Points

The student accepts direction/criticism and meets workplace standards on attendance, punctuality and dress code.

- | | | | |
|------------|--------------------------|-----------|---|
| Exemplary | <input type="checkbox"/> | 10 | Accepts constructive criticism and exceeds attendance, punctuality and dress expectations. |
| Proficient | <input type="checkbox"/> | 9 | Accepts direction positively and maintains appropriate attendance, punctuality and dress. |
| Developing | <input type="checkbox"/> | 8 | Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement. |
| Needs Imp. | <input type="checkbox"/> | 7 | Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress. |
| N/A | <input type="checkbox"/> | -- | This section is not applicable to the student's work-based learning at this time. |

Comment: _____

4. Problem Solving

10 Points

The student identifies problems, understands their context and develops solutions using critical thinking skills and teamwork.

- | | | | |
|------------|--------------------------|-----------|---|
| Exemplary | <input type="checkbox"/> | 10 | Identifies potential problems and their causes as well as proposing creative solutions including preventive action. |
| Proficient | <input type="checkbox"/> | 9 | Identifies and solves problems independently. |
| Developing | <input type="checkbox"/> | 8 | Identifies and solves problems with minimal assistance and direction. |
| Needs Imp. | <input type="checkbox"/> | 7 | Identifies and solves problems with significant assistance and support. |
| N/A | <input type="checkbox"/> | -- | This section is not applicable to the student's work-based learning at this time. |

Comment: _____

5. Interacting with Others

10 Points

The student works professionally and respectfully with a diversity of co-workers

- | | | | |
|------------|--------------------------|-----------|---|
| Exemplary | <input type="checkbox"/> | 10 | Identifies potential problems and their causes as well as proposing creative solutions including preventive action. |
| Proficient | <input type="checkbox"/> | 9 | Identifies and solves problems independently. |
| Developing | <input type="checkbox"/> | 8 | Identifies and solves problems with minimal assistance and direction. |
| Needs Imp. | <input type="checkbox"/> | 7 | Identifies and solves problems with significant assistance and support. |
| N/A | <input type="checkbox"/> | -- | This section is not applicable to the student's work-based learning at this time. |

Comment: _____

6. Completing Tasks

The student participates fully in a task or project from initiation to completion, using time management skills.

- Exemplary 10 Initiates and manages multiple tasks/projects and delivers high-quality results on schedule.
- Proficient 9 Sets priorities/deadlines and completes projects independently.
- Developing 8 Manages time in order to complete tasks and projects with assistance/reinforcement.
- Needs Imp. 7 Experiences difficulty managing time in order to complete tasks and projects.
- N/A -- This section is not applicable to the student's work-based learning at this time.

Comment: _____

7. Demonstrating Character

The student displays loyalty, honesty and dependability.

- Exemplary 10 Takes pride in exhibiting personal and professional integrity.
- Proficient 9 Displays and practices positive personal character traits.
- Developing 8 Occasionally displays positive personal and professional character traits.
- Needs Imp. 7 Experiences difficulty understanding the traits that define personal character.

Comment: _____

8. Workplace Technology, Equipment and Tools

The student selects and uses relevant workplace technology, equipment and tools in a safe and appropriate manner.

- Exemplary 10 Identifies innovative uses of technology, equipment and tooling that results in increased productivity.
- Proficient 9 Selects/uses appropriate technology, equipment and tooling to complete work tasks.
- Developing 8 Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement.
- Needs Imp. 7 Experiences difficulty identifying appropriate technology, equipment and tools necessary to complete tasks.
- N/A -- This section is not applicable to the student's work-based learning at this time.

Comment: _____

9. Applied Mathematics

The student applies relevant mathematical calculations and concepts.

- Exemplary 10 Applies advanced math concepts in order to complete tasks.
- Proficient 9 Applies math calculations such as measurements, fractions, percentages, etc.
- Developing 8 Applies basic math calculations as necessary to complete appropriate tasks.
- Needs Imp. 7 Performs basic math calculations - addition, subtraction, multiplication and division with assistance.
- N/A -- This section is not applicable to the student's work-based learning at this time.

Comment: _____

10. Communication and Literacy

The student demonstrates the ability to speak, listen, read and write in order to function successfully in the workplace.

10a Speaking and Listening

- Exemplary 10 Expresses complex ideas in an organized and concise manner; listens and retains information over time.
- Proficient 9 Communicates through clear, articulate speech; listens attentively and demonstrates comprehension.
- Developing 8 Speaks and listens with assistance/reinforcement.
- Needs Imp. 7 Experiences difficulty speaking clearly and listening.
- N/A -- This section is not applicable to the student's work-based learning at this time.

Comment: _____

10b Reading and Writing

- Exemplary 10 Reads and comprehends complex materials and/or exhibits high-level writing skills.
- Proficient 9 Reads for understanding and/or writes clearly with proper spelling, punctuation and grammar.
- Developing 8 Reads and/or writes with assistance/reinforcement.
- Needs Imp. 7 Experiences difficulty reading for comprehension and/or executing tasks involving writing.
- N/A -- This section is not applicable to the student's work-based learning at this time.

Comment: _____

Additional Comments:

Evaluator's Signature

Review Date

Student's Signature

For School Use Only		÷	130	=	
Total Points Earned		Divided by	Total Possible Points	Equals	Grade

