

Charleston County School District Work-Based Learning Experience Evaluation Report, Part 1

Student Name:	
High School:	Career Major:
Worksite:	Worksite Supervisor:

Directions: List the 5 tasks from the signed training agreement performed by the student under supervision / guidance. Use the appropriate number in the rating column below to indicate the degree of mastery for each task. The descriptions associated with each of the numbers focus on the level of student performance.

Additional feedback is welcome.

Employer Rating (copy "Career Major Aligned Tasks" from Training Agreement)

- (4-5) Skilled—can work independently with no supervision.
- (2-3) Moderately Skilled—can perform job completely with limited supervision.
- (0-1) Limited Skill—requires instruction and close supervision

Career Major Aligned Task	Rating	Additional Feedback
Total Number of Points		

Charleston County School District Work-Based Learning Experience Evaluation Report, Part 2

Student Name:	
High School:	Career Major:
Worksite:	Worksite Supervisor:

Directions: Circle a response for each row below. Total the points by using the numerical value for each column.

Personal Qualities	5 Points	4 Points	2-3 Points	0-1 Point
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance/Punctuality	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/truancy	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

Total Points Received: _____

Worksite Supervisor Signature

Date

Charleston County School District Work-Based Learning Experience Timesheet

Student Name:	
High School:	Career Major:
Worksite:	Worksite Supervisor:

Two Week Period: __ / __ / __ → __ / __ / __

At the end of each 2 week period, record hours and wages earned. Compute two week total hours and have supervisor verify by signing forms. Falsification of record will result in termination from program and loss of credit. *(If unpaid, leaving Earnings columns blank.)*

Days Worked	Hours <small>(round to nearest quarter hour)</small>	Pay Rate <small>(if applicable)</small>	Gross Earnings
Total			

Student Signature:	Date:
Supervisor Signature:	Date:



WBL Journal Guidelines

Students will prepare and submit a Weekly Journal describing something they have done or observed. Weekly Journal entries must be typed and be at least one paragraph in length.

Suggestions for journal entries:

- 1) What have you learned this week?
- 2) What did you accomplish during the past week in relation to your personal goals and job tasks?
- 3) What do you hope to accomplish next?
- 4) What did you learn about yourself; your interests, strengths, and weaknesses?
- 5) Describe the technology or equipment you used or observed being used.
- 6) How have you used your math or science skills at your job site?
- 7) Give me an example of oral or written communication that you used or observed that was positive.
- 8) Describe any materials you had to read in order to complete an assignment.
- 9) Have you taken the initiative to learn something new?