

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

**Student's Skills Assessment-to be completed each cycle by Co-Op Employer.**

**Please EMAIL TO: [hireahawk@sersd.org](mailto:hireahawk@sersd.org)**