

SAMPLE COOPERATIVE EDUCATION GRADING SHEET

Name	Term/Year	Points
1. Seminar Homework.....		20 _____
2. Work habits with instructor.....		10 _____
Missed appointments may be rescheduled one time only No shows or numerous rescheduling will result in points lost		
3. Progress Report at Follow-up		10 _____
4. Attendance at site visit (Employer Evaluation completed).....		10 _____
5. Return of the signed and completed Learning Agreement.....		20 _____
6. Evaluation/Grading Appointment.....		20 _____
7. Written evaluation of the learning objectives by supervisor.....		24 _____
3 objectives with 4 points possible per objective		
A = 8 pts. = Excellent 4x1=8		
B = 6 pts. = Above Average 3x1=6		
C = 4 pts. = Average 2x1=4		
D = 2 pt. = Below Average 1x1=2		
F = 0 pts. = Unsatisfactory 0x1=0		
Return of the "Student Evaluation of Employer".....		10 _____
Return of the "Employer Evaluation of Student".....		12 _____
Follow the same grading formula as #7		
Time sheet (signed by supervisor and student).....		10 _____
End-of-Term Project.....		100. _____
Printouts of Self-Evaluation of SCANS Employability Skills (Workplace Know-How and Workplace Competencies).....		
		30 _____

GRADE POINT SYSTEM

- A = 276-246
- B = 245-216
- C = 215-186
- D = 185-136
- F = 135 and below

TOTAL POINTS _____

GRADE _____