

# - SCHUYLKILL TECHNOLOGY CENTER COOPERATIVE EDUCATION -

\_\_\_\_ STC North Campus  
 101 Technology Dr., Frackville PA 17931  
 Phone: (570) 874-1034  
 Fax: (570) 874-4028



\_\_\_\_ STC South Campus  
 15 Maple Avenue, Mar Lin PA 17951  
 Phone: (570) 544-4748  
 Fax: (570) 544-3895

**This form is due on: \_\_\_\_\_ ; please return to STC.**

**Student Name:** \_\_\_\_\_ **CTE Program:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_ **Co-op Signature:** \_\_\_\_\_

## • WORK ETHIC EVALUATION •

GRADING PERCENTAGES	A = 93 – 100%	B = 85 - 92%	C = 77 - 84%	D = 70 - 76%	F = 0 - 69%
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*\*Please complete the following evaluation by circling the correct numbered response for each category.*

ATTITUDE AND INTEREST TOWARDS WORK		COOPERATES WITH OTHERS ON THE JOB	
Always has a positive attitude about work	5	Always listens, shares, and supports others.	5
Often has a positive attitude about work.	4	Usually listens, shares, and supports others.	4
Sometimes has a positive attitude about work.	3	Sometimes listens, shares, and supports others.	3
Often has a negative attitude about work.	2	Rarely listens; not a good team member.	2
Unsatisfactory.	1	Unsatisfactory.	1
FOLLOWS INSTRUCTIONS & PROCEDURES		JOB KNOWLEDGE	
Continually stays focused on task; asks questions.	5	Solid prior job knowledge; learns new tasks quickly.	5
On task most of the time; asks some questions.	4	Good job knowledge; follows directions.	4
Sometimes on task; rarely asks questions.	3	Some prior job knowledge; makes simple mistakes.	3
Rarely on task; little understanding of procedures.	2	Little prior job knowledge; repeats mistakes.	2
Unsatisfactory.	1	Unsatisfactory.	1
INITIATIVE & DILLIGENCE		RESPECT FOR EQUIPMENT & MATERIALS	
Proceeds on job without being told.	5	Proper use of tools and materials each day.	5
Usually proceeds with task.	4	Usually cares for equipment and materials.	4
Unsure of job procedures; does not ask questions.	3	Has lost and broken tools; wastes materials.	3
Shows little interest in assigned work.	2	Rare efficient use of equipment and materials.	2
Unsatisfactory.	1	Unsatisfactory.	1
QUANTITY OF WORK		SAFETY	
Routinely uses time wisely to complete task.	5	Highly conscious of safety / OSHA procedures.	5
Usually uses time wisely to complete task.	4	Usually uses good judgment with safety matters.	4
Procrastinates; but still completes task on time.	3	Occasional poor judgment concerning safety.	3
Rarely completes task by deadline; no teamwork.	2	Continuous poor safety habits affecting others.	2
Unsatisfactory.	1	Unsatisfactory.	1
QUALITY OF WORK		ATTENDANCE & PUNCTUALITY	
Produces work of the highest quality.	5	Always arrives early or on time.	5
Usually produces quality work.	4	Rarely misses work; usually calls to notify.	4
Work and tasks needs to be constantly checked.	3	Sometimes late; questionable sick days.	3
Jobs need to be redone by others.	2	Reports late / absent exceeding work schedule.	2
Unsatisfactory.	1	Unsatisfactory.	1
<b>TOTAL :</b>			<b>TOTAL:</b>
<b>STC COOPERATIVE EDUCATION GRADING: Total Points _____ X 2 = FINAL GRADE: _____</b>			

**COMMENTS:** \_\_\_\_\_

**• TASKS / SKILLS EVALAUATION •**

**Tasks / Skills Grading Rubric:** (use this grading scale to evaluate each student task / skill listed below)

10	Master industry skills	5	Task incomplete; limited effort
9	Met industry skills	4	Demonstrates task knowledge / limited application
8	Met minimum industry standards independently	3	Demonstrates limited knowledge of task
7	Met industry standards with support	2	Demonstrates no knowledge of task
6	Complete task with support below industry standards	1	Task assigned; no effort
		0	Task refused

<b>Tasks - Skills:</b>		<b>Grade:</b>
<b>1</b>	<i>Review and apply all job site safety regulations (PPE, Safety Data Sheets, etc.)</i>	
<b>2</b>		
<b>3</b>		
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