

[Weymouth High School](#)

**MASSACHUSETTS COOPERATIVE EDUCATION STUDENT ASSESSMENT TOOL**

<b>Student:</b> _____	<b>Date:</b> _____	<b>Grading Cycle:</b> _____
<b>Supervisor:</b> _____	<b>Employer:</b> _____	
<b>Technical Teacher:</b> _____	<b>Cooperative Education Coordinator:</b> _____	<b>Cathie Rebelo</b> 781-337-7500 EXT. 25203

**1. Health and Safety** **20 Points**

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

Exemplary	20		Recognizes unsafe situations and communicates concerns to appropriate authority.
Proficient	18		Practices health and safety protocol independently.
Developing	16		Practices health and safety protocol with minimal reinforcement and supervision.
Needs Imp.	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	20		Demonstrates independent performance in alignment with the highest level of industry standards.
Proficient	18		Demonstrates the ability to perform these skills without assistance and has attained proficiency.
Developing	16		Demonstrates the ability to perform these skills only with assistance and must continue development.
Needs Imp.	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.*

N/A This section is not applicable to the student's work-based learning at this time.

Exemplary	10		Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.
Proficient	9		Accepts direction positively and maintains appropriate attendance, punctuality and dress.
Developing	8		Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement.
Needs Imp.	7		Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress.

**Comment:** \_\_\_\_\_

**4. Problem Solving** **10 Points**

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

N/A This section is not applicable to the student's work-based learning at this time.

Exemplary	10		Identifies potential problems and their causes as well as proposing creative solutions including preventive action.
Proficient	9		Identifies and solves problems independently.
Developing	8		Identifies and solves problems with minimal assistance and direction.
Needs Imp.	7		Identifies and solves problems with significant assistance and support.

**Comment:** \_\_\_\_\_

**5. Interacting with Others** **10 Points**

*The student works professionally and respectfully with a diversity of co-workers, supervisors and customers/clients.*

N/A This section is not applicable to the student's work-based learning at this time.

Exemplary	10		Handles difficult and stressful customer/client, co-worker and/or supervisor situations.
Proficient	9		Resolves client/customer problems where appropriate; participates as part of a team.
Developing	8		Initiates positive interactions with customers/clients, co-workers and supervisors.

Needs Imp.  7 Demonstrates basic interaction skills; responds when others initiate conversation.

**Comment:**

### 6. Completing Tasks

10 Points

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

N/A This section is not applicable to the student's work-based learning at this time.

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.

**Comment:**

### 7. Demonstrating Character

10 Points

*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

10 Points

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

N/A This section is not applicable to the student's work-based learning at this time.

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.

**Comment:**

### 9. Applied Mathematics

10 Points

*The student applies relevant mathematical calculations and concepts.*

N/A This section is not applicable to the student's work-based learning at this time.

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.

**Comment:**

### 10. Communication and Literacy

10 Points

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

#### 10a. Speaking and Listening

N/A This section is not applicable to the student's work-based learning at this time.

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.

**Comment:**

#### 10b. Reading and Writing

N/A This section is not applicable to the student's work-based learning at this time.

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.

**Comment:**



