

[Weymouth High School](#)

MASSACHUSETTS COOPERATIVE EDUCATION STUDENT ASSESSMENT TOOL

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

1. Health and Safety

20 Points

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

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

<input type="checkbox"/>	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.
Proficient	<input type="checkbox"/>	9	Accepts direction positively and maintains appropriate attendance, punctuality and dress.
Developing	<input type="checkbox"/>	8	Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	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.

<input type="checkbox"/>	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Identifies potential problems and their causes as well as proposing creative solutions including preventive action.
Proficient	<input type="checkbox"/>	9	Identifies and solves problems independently.
Developing	<input type="checkbox"/>	8	Identifies and solves problems with minimal assistance and direction.
Needs Imp.	<input type="checkbox"/>	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.

<input type="checkbox"/>	N/A	This section is not applicable to the student's work-based learning at this time.	
Exemplary	<input type="checkbox"/>	10	Handles difficult and stressful customer/client, co-worker and/or supervisor situations.
Proficient	<input type="checkbox"/>	9	Resolves client/customer problems where appropriate; participates as part of a team.
Developing	<input type="checkbox"/>	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	<input type="checkbox"/>	10	Initiates and manages multiple tasks/projects and delivers high-quality results on schedule.
Proficient	<input type="checkbox"/>	9	Sets priorities/deadlines and completes projects independently.
Developing	<input type="checkbox"/>	8	Manages time in order to complete tasks and projects with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	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	<input type="checkbox"/>	10	Takes pride in exhibiting personal and professional integrity.
Proficient	<input type="checkbox"/>	9	Displays and practices positive personal character traits.
Developing	<input type="checkbox"/>	8	Occasionally displays positive personal and professional character traits.
Needs Imp.	<input type="checkbox"/>	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	<input type="checkbox"/>	10	Identifies innovative uses of technology, equipment and tooling that results in increased productivity.
Proficient	<input type="checkbox"/>	9	Selects/uses appropriate technology, equipment and tooling to complete work tasks.
Developing	<input type="checkbox"/>	8	Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	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	<input type="checkbox"/>	10	Applies advanced math concepts in order to complete tasks.
Proficient	<input type="checkbox"/>	9	Applies math calculations such as measurements, fractions, percentages, etc.
Developing	<input type="checkbox"/>	8	Applies basic math calculations as necessary to complete appropriate tasks.
Needs Imp.	<input type="checkbox"/>	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	<input type="checkbox"/>	10	Expresses complex ideas in an organized and concise manner; listens and retains information over time.
Proficient	<input type="checkbox"/>	9	Communicates through clear, articulate speech; listens attentively and demonstrates comprehension.
Developing	<input type="checkbox"/>	8	Speaks and listens with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	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	<input type="checkbox"/>	10	Reads and comprehends complex materials and/or exhibits high-level writing skills.
Proficient	<input type="checkbox"/>	9	Reads for understanding and/or writes clearly with proper spelling, punctuation and grammar.
Developing	<input type="checkbox"/>	8	Reads and/or writes with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty reading for comprehension and/or executing tasks involving writing.

Comment:

<i>Additional Comments:</i>					
Evaluator's Signature		Review Date		Student's Signature	
For School Use Only		÷		=	
	<i>Total Points Earned</i>	<i>Divided by</i>	<i>Total Possible Points</i>	<i>Equals</i>	<i>Grade</i>

Employer

Student Assessment Tool
