

**Mendocino College Cooperative Work Experience Education  
ASSIGNMENT WORKSHEET**



My Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Assignment	Due Date(s)	Possible Points		Point Breakdown
		Occ	Gen	
<b>ORIENTATION</b>	My Orientation date:	15	15	Attends orientation scheduled at the beginning of the semester or within 2 weeks of enrollment: 5 points; Quiz: 10 points
<b>CONTACT INFORMATION FORM</b> (with signatures)	2 days after my orientation:	15	15	Complete 9 pts; Neat 3 pts On time 3 points
<b>JOB DESCRIPTION</b>	1 week after orientation	10	5	Occ: Complete 5 pts; On time 5 pts. Gen: Complete 3 pts; On time 2 pts.
<b>OBJECTIVE(S)</b> ▪ 1 <sup>st</sup> Draft:	1 week after orientation:	20	20	Follows guidelines 12 points Appropriate to job 4 points On time 4 points
▪ Approved by instructor	2 weeks after orientation:	15	15	Responsive to instructor's feedback 10 pts; On time 5 pts
▪ Submitted with signatures	1 week after my objectives are approved			
<b>TIME SHEETS</b> (signed by supervisor with hours added up)	By 5 <sup>th</sup> day of the month (or nearest weekday):	20	20	On time 10 points Complete (hours totaled; signatures) 10 points
<b>SELF EVALUATION</b> (one for each objective)	One week before end of semester:	40	40	On time 5 points; Insightful 15 points Thoroughly addresses each question 20 pts
<b>PROJECT (CED 50, CED 195 ONLY)</b>	One week before end of semester:	N/A	15	On time 5 points Comprehensive 10 points
<b>Meeting with instructor</b>	You are required to meet with your instructor during the semester, typically when your instructor and work supervisor meet. However, your instructor may ask you to meet with him or her at other times if you are not making adequate progress.	15	15	Responsive to Instructor's request for meeting 10 points Thorough, insightfulness of discussion 5 points
<b>Spelling, Grammar and Punctuation</b>	All assignments must be submitted with correct spelling, grammar and punctuation	20	20	2 points deducted for each spelling, grammar and/or punctuation error, up to 20 points
<b>Employer Evaluation</b>	<b>One week before end of semester:</b>	<b>60</b>	<b>50</b>	<b>Occ: 90 x 0.67</b> <b>Gen: 90 x 0.56</b>
<b>Total Points</b>		<b>230</b>	<b>230</b>	<b>A=207-230; B=184-206</b> <b>C=161-183; D=138-160</b>