**CREW Program—Career Research Education/Work-based Learning**

**Wicomico County Public Schools Summer 2018**

**Assessment Key**

**5 = Always**

**4 = Frequently**

**3 = Sometimes**

**2= Seldom**

**1 = Never**

**N/A = Not Applicable**

**Student Assessment and Learning Plan**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workplace mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workplace email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WCBOE Mentor: Joan D. Cooper email: [jcooper@wcboe.org](mailto:jcooper@wcboe.org)

Phone: (410)627-5085

*Directions: Place the appropriate number in the box for the current assessment session.*

|  |  |  |
| --- | --- | --- |
| Competency | Descriptors | Assessments  Midterm Final |
| Attendance | # of no shows \_\_\_\_(1) \_\_\_\_(2)  # of call-outs \_\_\_\_\_(1) \_\_\_\_(2)  # of days late \_\_\_\_\_(1) \_\_\_ (2) |  |
| Communication Skills | Follows written/oral directions  Uses appropriate vocabulary  Uses acceptable body language  Asks questions/seeks clarification |  |
| Interpersonal Skills | Accepts constructive suggestions in a positive manner/ respectful and patient  Displays appropriate conduct  Works well independently and as a team member  Works well in a diverse group |  |
| Initiative | Initiates tasks; takes the lead |  |
| Technology | Demonstrates proficiency in use of relevant technology  Follows established workplace procedures for professional use of technology |  |
| Problem Solving | Recognizes problems and implements the decision-making process efficiently  Generates creative means to solve problems |  |
| Academic and Technical Knowledge | Demonstrates relevant academic knowledge and skills |  |
| Safety | Employs safety, health, and environmental policies and procedures  Operates equipment safely and responsibly  Adheres to health, safety, environmental, and sexual harassment policies and procedures |  |
| Appearance and Dress | Conforms to work culture  Meets safety and health standards |  |
| Work Performance | Completes expected quantity of work  Performs tasks accurately, thoroughly, and in a timely manner |  |
| Quality of Work | Completes tasks to the best of his/her ability  Demonstrates pride in tasks completed |  |
| **Assessment 1:**  **Student Comments** | **Facilitator Comments** | **Workplace Supervisor Comments** |
|  |  |  |
| Signature | Signature | Signature |
| **Assessment 2:**  **Student Comments** | **Facilitator Comments** | **Workplace Supervisor Comments** |
|  |  |  |
| Signature | Signature | Signature |