

Sample

WECEP  
Employer's Rating of On-the-Job Work Experience

Student/Learner \_\_\_\_\_ Date \_\_\_\_\_

Initial Employment Date \_\_\_\_\_ Rating Period: From \_\_\_\_\_ To \_\_\_\_\_

QUALITIES	(A) Excellent	(B) Good	(C) Fair	(D) Poor	EXPLANATION OF RATING
ATTENDANCE					Consider days absent from work and student's care to notify in advance when unavoidably absent.
PUNCTUALITY					Tardiness
APPEARANCE					Neatness, cleanliness, appropriateness of dress.
ATTITUDE					Relationship with others, attitude toward constructive criticism, and enthusiasm for work.
INITIATIVE					Ability to anticipate things to do and resourcefulness.
COOPERATION					Willingness to work with others.
DEPENDABILITY					Ability to accept responsibility and follow a job through to completion.
ADAPTABILITY					Quickness to learn and to retain instructions for duties.
JUDGMENT AND COMMON SENSE					Ability to reach sound decisions and to handle unusual situations.
QUALITY OF WORK					Accuracy and thoroughness of work.

Have you discussed this employee's progress with him/her? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENT OR SUGGESTIONS:

DATE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_

Sample

WECEP  
Teacher/Coordinator Visitation Record

Employer \_\_\_\_\_ Contact Official \_\_\_\_\_

Student-Learner \_\_\_\_\_ Date/Time of Visit \_\_\_\_\_

**Point of Observe:**

1. Conditions surrounding the place of business:
2. Attitude of workers toward teacher-coordinator and student:
3. Specific operations in which student is engaged:
4. Immediate related subject matter needed:
5. Personal appearance of the student:
6. Apparent interest of student in work:
7. Apparent interest of employer in student:
8. Apparent interest of sponsor in student:

Comment Received:

Note:

Sample

WECEP  
Coordinator's Rating of On-the-Job Work Experience

Student-Learner \_\_\_\_\_ Employer \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Discuss the student's performance with his/her supervisor and record in the appropriate box.

CHARACTERISTIC	Excellent	Above Average	Average	Below Average	Poor
Attendance					
Progress on the job					
Dependability					
Honesty					
Relations with Other People					
Appearance					
Initiative (self-starter)					
Takes Care of Equipment					
Practices Safety Daily					
Asks Questions					
Follows Directions					
Attitude Towards Work					
Overall Rating of Student					

Additional Comments:

INTERNSHIP/PRACTICUM  
SUGGESTED ACTIVITIES FOR BUSINESS HOST

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ School Phone \_\_\_\_\_

Coordinator \_\_\_\_\_

Shadowing Agency \_\_\_\_\_

Shadowing Supervisor \_\_\_\_\_

Shadowing Occupation \_\_\_\_\_

**SUGGESTED ACTIVITIES**

1. Introduce the student to the staff.
2. Explain the internship.
3. Tour the facility (if possible/practical).
4. Create an internship plan for the student related to his/her career interest. This activity must be planned in advance of the student's arrival.
5. Expose the student to the same routine a new employee would experience.
6. Answer questions that the student has regarding the job.

**OFFER ANSWERS TO THE FOLLOWING QUESTIONS**

1. Describe the supervisor's occupations. (What are his/her duties?)
2. Describe the working conditions associated with the internship position (i.e., physical working conditions, amount of overtime required, stress level, amount of responsibility, amount of travel required, etc.).
3. What is the supervisor's educational background? What school subjects does h/she feel would be most helpful to prepare for this position?
4. What does the supervisor enjoy most about this position?
5. What does the supervisor find most difficult, stressful, etc., about this position?
6. What recommendations would the supervisor offer to someone who is interested in entering a similar position?
7. In the supervisor's opinion, what type of attitude, personality traits, or personal characteristics are important in order to be successful in his/her career field?
8. What opportunities are there for advancement in this career field?
9. Describe the supervisor's role.
10. What are the starting salaries and educational requirements at this company for persons who hold the career positions in which the student has interest?
11. What does this company do to encourage its employees to continue their education?
12. What are some good ways for the student to find out about this career?

NOTE: It is the policy of the school district that no person on the basis of race, color, religion, national origin or ancestry, age sex, marital status, handicap, or disadvantage should be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity.

## INTERNSHIP/PRACTICUM BUSINESS HOST EVALUATION

Thank you for participating in the Internship/Practicum Program and hosting a high school student. In an effort to improve the experience for employers and students we would appreciate you completing this evaluation.

Company Name: \_\_\_\_\_

Employee Name/Title: \_\_\_\_\_

Student Name: \_\_\_\_\_

1. Please indicate the level of job interest demonstrated by the student.

- |  |  |
|--|--|
| <input type="checkbox"/> Not interested      | <input type="checkbox"/> Moderately uninterested |
| <input type="checkbox"/> Somewhat interested | <input type="checkbox"/> Very interested         |

2. Did the student ask questions directly related to the application of skills required for the job?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

3. Did the student ask questions about training/education required to perform the job?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

4. Did the student have the opportunity to interact with more than one individual during the experience?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

5. Did the student dress appropriately for the environment in which the Internship/Practicum took place?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

6. Please comment on the amount of time that was required for the Internship/Practicum experience:

Day: \_\_\_\_\_ Hours: \_\_\_\_\_

7. What could have been done to help make the experience more meaningful for the student and/or the employers?

\_\_\_\_\_  
\_\_\_\_\_

8. Would you participate in the Internship/Practicum Program again?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

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

Return to: Work Based Learning Coordinator \_\_\_\_\_  
School Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_