

TOOLS

Teacher Notes and Evaluation Worksheet

Use this form to record visits to the worksite and evaluate student achievement in internships.

Student

School/Organization

Student No.

Small Learning Community

Company

Supervisor

Employer/Work Site Visits

Dates: _____

Notes: _____

Dates: _____

Notes: _____

Student Contacts

Dates: _____

Notes: _____

Dates: _____

Notes: _____

	1 Needs Development	2 Competent	3 Proficient	4 Advanced	Weight	Score
Objectives (Evaluated by worksite supervisor)	<input type="checkbox"/> Student showing no progress toward meeting objectives.	<input type="checkbox"/> All original objectives met or student making notable progress toward meeting them. Student able to do tasks with supervision.	<input type="checkbox"/> All original objectives met.	<input type="checkbox"/> All original objectives met and additional objectives established. Student able to teach tasks to others.		
Workplace (SCANS) Skills (Evaluated by worksite supervisor)	<input type="checkbox"/> Training level in all areas. No growth evidence.	<input type="checkbox"/> Improving toward entry-level or better scores in all areas. Growth in one or two areas.	<input type="checkbox"/> Entry-level in all areas. Growth in most areas.	<input type="checkbox"/> Growth in all areas. Exceeds entry-level in all areas.		
Portfolio (Evaluated by teacher)	<input type="checkbox"/> Has not completed assignments.	<input type="checkbox"/> Completes all assignments.	<input type="checkbox"/> Responds to assignments with keen observations and reflection.	<input type="checkbox"/> Shows deep understanding of personal growth and the connections between the workplace, the self and the greater world. Reflects beyond what is expected.		
Paperwork (Evaluated by teacher)	<input type="checkbox"/> Deadlines not met. Paperwork inaccurate or incomplete. Does not assess work. Errors left unattended.	<input type="checkbox"/> Deadlines met. Few missing areas of information. Assesses work, but fails to recognize errors.	<input type="checkbox"/> Deadlines met. Paperwork filled out completely and accurately. Seeks assistance from teacher when help is needed to correct errors.	<input type="checkbox"/> All deadlines met. Paperwork filled out completely and accurately. Seeks assistance from teacher when help is needed to correct errors.		
Rules and Procedures (Evaluated by teacher)	<input type="checkbox"/> Unwillingness to follow school and/or worksite regulations. Unwilling to follow policies and rules. No growth evidence.	<input type="checkbox"/> Recognizes policies, but finds some difficult to follow.	<input type="checkbox"/> Follows guidelines as stated in guides. Recognizes rules, guidelines and policies and follows them.	<input type="checkbox"/> Sets an example for adhering to policies and rules and understands their importance.		
					Total	100%