

Course Title: Diversified Career Technology edits

Course Number: 8300410

NGSSS Benchmark	Content Focus	Number of Questions	Suggested Cognitive Complexity (per CPALMS)
<i>Reporting Category 1: Demonstrate Competencies in a Specific Career</i>			
23.01	Demonstrate job performance skills as outlined in training plan.	3	3 Level 3
23.02	Exhibit effective workplace safety practices including use of protective devices	2	2 Level 2
23.03	Display an acceptable level of productivity and quality control.	2	2 Level 2
23.04	Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers.	3	3 Level 3
23.06	Demonstrate acceptable work habits and conduct in the workplace as defined by company policy.	2	2 Level 2
<i>Reporting Category Total</i>		12	
<i>Reporting Category 2: Demonstrate Legal and Ethical Behavior within the Role and Scope of Specific Job Responsibilities</i>			
24.01	Demonstrate legal and ethical behavior within the scope of job responsibilities.	3	3 Level 3
24.07	Demonstrate appropriate dress and grooming habits for the workplace environment.	1	1 Level 2
<i>Reporting Category Total</i>		4	
<i>Reporting Category 3: Perform Designated Recordkeeping Skills</i>			
26.01	Identify job tasks that presently are and will be in the future performed in the specified occupation (training plan).	3	1 Level 1 2 Level 2
26.03	Maintain a record of employment hours and wages for auditing and budgetary purposes (e.g., time cards, budget sheets).	1	1 Level 1
<i>Reporting Category Total</i>		4	

Overall Percentage for Written Test: 20%

Overall Percentage for Performance Tasks: 80%

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Overall Percentage for Performance Tasks: 80%

Performance Task #1	Employers Report Card
Weighting Percent for this Task	80%
Standard	26.01, 23.01, 23.02, 26.03, 23.03, 24.07, 26.01, 23.04, 23.06, 24.01
Additional Information	The state requires employment documentation such as training plan, training agreement, time cards and employer report card.
Suggested Assessment Team	Report card grade is the employer's means of evaluating student performance quarterly. The 3rd and 4th quarter grades will be averaged together to determine the student's final exam grade. If the student is terminated from their job, each report card will be averaged together to determine the final exam grade for the student. If the student is enrolled in OJT for only 1 semester, the employer's grade will be determined by just averaging the 2 quarters. If the student violates the workplace/school code of conduct an automatic failing grade will be issued.

Rubric:

REPORT CARD

Instructions: Please give your professional opinion about the progress and achievement of this student so that he/she can be assisted in making improvements. Evaluate the student in the same way you would other company trainees.

Grading Scale: **A = Outstanding** **B = Good** **C = Average** **D = Poor** **F = Failing**

Evaluation of General Work Competencies (as identified on <i>Training Plan</i>)	Grading Periods			
	1	2	3	4
Punctuality – gets to work on time, returns from meals and/or breaks on time				
Dependability – reports to work as scheduled				
Initiative – can work without supervision, sees what needs to be done and does it				
Appearance – neat, well groomed, appropriately dressed				
Job Attitude – enthusiastic, willing to work hard, tries to improve				
Cooperation – gets along with others, good manners, emotionally stable				
Adaptability – catches on quickly, follows instructions, can change focus easily				
Communication – follows directions, asks questions, uses correct grammar				
Business Operations – knowledge of company, products and operating procedure				
Safety and Security – OSHA and health department regulation compliance				

Evaluation of Specific Work Competencies (as identified on <i>Training Plan</i>)	Grading Periods			
	1	2	3	4
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**Cooperative Education OJT
REPORT CARD**

Student's Greatest Strengths:

Grading Period	
1	
2	
3	
4	

Student's Greatest Weaknesses:

Grading Period	
1	
2	
3	
4	

Employer's Signature:

Grading Period	Signature	Date
1		
2		
3		
4		

Employer

Student

School Year

School: _____

Teacher-Coordinator:

Teacher-Coordinator