WCC INTERNSHIPS/COOPERATIVE EDUCATION – GRADING SYSTEM

Ratio credit awarded per hours worked: (based on an 11 week course) (minimum total hours needed per quarter)

- 1 credit = 3-4 hours work/week = 35
- 2 credits = 6-8 hours work/week = 70
- 3 credits = 10 hours work/week = 110
- 4 credits = 12-14 hours work/week = 135
- 5 credits = 15-20 hours work/week = 165

Points are awarded on the following basis:

Learning Contract: 20 points  
NOTE: POINTS WILL BE LOST FOR LATE CONTRACTS.
Must complete by the second week of your individual “start” date. Must make a copy for supervisor and mentor prior to final draft submission. (Deduct 5 points each week the contract is late. If 3 weeks late, you may be dropped from the course).

Objectives must be completed by due date and contain all of the following:

- Timelines: RUGH DRAFT due the second week of your initial “start date”.
- FINAL COPY signed and due by third week of quarter or individual “start date” if beginning late.
- Clarity: Format should be clear and coherent (correct grammar, spelling, full sentence structure, etc.) Begin with action words. NOTE: CONTRACT ONLY ACCEPTABLE IN BLACK INK OR TYPED.
- Learning Objectives: Must be specific and must be able to demonstrate completion for evaluation. Must cover varied areas of learning.
- Method of accomplishment: State how overall job description and specific learning objectives will be met.
- Evaluation: Demonstrate how you will know when the objectives have been reached.

4 Critical Evaluation Methods for ALL Co-op 190 Students

1. Work Notes: 25 points (Journal) (2.5 points each week. Deduct 1 point if turned in after scheduled class time.)
   Due each week at scheduled seminar time
   Journal will include daily work experience with a synthesis and discussion that is beyond what you do on the job.
   1. Your evaluation (how you think or feel) about various decisions or occurrences during the day
   2. What you have learned overall
   3. How it applies to your specific objectives

2. Seminar Attendance: 30 points (3 points each week with no unexcused absences)  
   In case of need, you may make an appointment to see me.
   Verbal participation as well as physical attendance is critical

3a. Site Visit: (Arranged by student BEFORE THE THIRD WEEK OF THE QUARTER)* 15

4a. Employer Evaluation: 10 points - Due 10th week of the quarter  
   Given to employer by 2nd week of quarter

Overall performance of:
- Outstanding (A) = 10 points
- Very Good (B) = 8 points
- Average (C) = 6 points
- Marginal (D) = 4 points
- Unsatisfactory (F) = 2 points (but completed quarter without absences)

4b. Self-Evaluation: 10 points (Supervisor must sign your self-evaluation & you must sign your supervisor’s evaluation)
   Filled out, complete with comments and examples – must be an in-depth and thoughtful evaluation of the quarter and of individual objectives. Set up and complete a site visit.

Timelines / Organization / Seminar Participation: More info on page 2 (see Reverse Side)

TOTAL POINTS 110

Revised: Nov 2014
Timelines / Organization / Seminar Participation: are important in all areas of your Internships/Cooperative Education experience and will be reflected in terms of points within each of the five-point categories. Therefore, **YOU WILL LOSE POINTS** under Learning Contract, Work Notes, Evaluation, or Site Visit for **turning in your contract late** and for **lack of organization**; you must attend and participate in the seminar in order to earn the total possible points. **You will be responsible for material instructions and discussions that occur during the seminar in your absence.**

You should treat your internships/cooperative work experience and seminar as you would a **professional** job in terms of attendance and **must let both** your employer and your instructor know if you are ill and cannot attend. Otherwise attendance is **mandatory**. Remember, your **internships/cooperative experience is a learning experience and must be documented by you to demonstrate your learning to your instructor or it will not be considered a valid experience and earn no credit.**

Traditional lines of grading will be followed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>104-110 Points</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>99-103 Points</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>95-98 Points</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>92-94 Points</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>89-91 Points</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>85-88 Points</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>81-84 Points</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>78-81 Points</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>74-77 Points</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>71-73 Points</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>67-70 Points</td>
<td></td>
</tr>
</tbody>
</table>