

Section 1 — Student Information

Student Name:		TEACHER USE ONLY	
Course: Cooperative Education (WOW)		Due Date: June 13, 2014	
Teacher: Mr. Ferguson		School: Renfrew Collegiate Institute	
		Final Grade: _____	
		Date: <i>June 13, 2014</i>	

Section 2 — Overall Demonstration of Learning

N/A <i>Not Applicable</i>	I <i>Inc</i>	R <i>Remedial</i>	Level 1 <i>Missed the Mark!</i>	Level 2 <i>Getting There!!</i>	Level 3 <i>On Target!!!</i>	Level 4 <i>Bulls Eye!!!!</i>
N/A	20% or 30%	R+ 45% R 40% R- 35%	1+ 59-57% 1 56-54% 1- 53-50%	2+ 69-67% 2 66-64% 2- 63-60%	3+ 79-77% 3 76-74% 3- 73-70%	4+ 99-95% 4 94-87% 4- 86-80%

Section 3 — Exit Interview

Criteria <i>Description</i>	I <i>Inc.</i>	R <i>Remedial</i>	Level 1 <i>Beginner</i>	Level 2 <i>Apprentice</i>	Level 3 <i>Journeyman</i>	Level 4 <i>Master Journeyman</i>
appearance/body language/manners	inc	any attempt at appearance for interview is indiscernible	student is not dressed appropriately; overall appearance unkempt	student wears appropriate clothing; overall appearance kempt	student wears appropriate clothing; overall appearance well kempt	appropriate dress and manners are used; overall appearance exceptionally well kempt
	inc	inappropriate body language (lack of eye contact, slouching, constant movement of hands and feet)	poor body language (minimal eye contact, slouching, constant fidgeting)	some inappropriate body language (eye contact is made intermittently, occasional slouching, frequent movement of hands and feet)	appropriate body language (occasional loss of eye contact, brief slouching but quickly correcting self, minimal fidgeting)	appropriate body language (eye contact made, sitting straight in chair, no fidgeting)
voice	inc	can't understand most of what is said	speaking is unclear – very difficult to understand message of what is being said (mumbling)	speaking is unclear – lapses in sentence structure and grammar	speaking clearly – minimal mistakes in sentence structure and grammar	speaking clearly – appropriate use of sentence structure and grammar
	inc	volume is inappropriate for interview (far too loud or far too soft)	volume is inappropriate for interview (too loud or too soft)	voice is uneven (varied)	volume is appropriate	volume conveys business tone
	inc	commitment and enthusiasm for job is not conveyed	commitment and enthusiasm for job is poorly conveyed	commitment and enthusiasm for job is conveyed	commitment and enthusiasm for job is well conveyed	commitment and enthusiasm for job is exceptionally well conveyed
responding to questions	inc	inadequate answers to questions	inappropriate answers to questions	gives inaccurate answers	answers are acceptable and accurate	Thorough and accurate answers to questions
	inc	did not attempt to answer questions	attempts to answer questions	answers questions, but lacking in insight and detail	answers all questions with insight and detail	answers all questions with great insight and detail

Ensure that you follow all safety procedures

Safety First