COOPERATIVE EDUCATION BI-WEEKLY TIME SHEET

DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
251 STONEHAVEN ROAD | FALL RIVER, MA 02723

STUDENT / EMPLOYEE SECTION

STUDENT / EMPLOYEE NAME:		STUDENT ID#:		YOG:	
SHOP:		GROUP: A ☐ OR B ☐		COMPANY NAME:	

COOPERATIVE EDUCATION WEEK 1				COOPERATIVE EDUCATION WEEK 2			
DAY	DATE	HOURS	ABSENT REASON	DAY	DATE	HOURS	ABSENT REASON
MONDAY				MONDAY			
TUESDAY				TUESDAY			
WEDNESDAY				WEDNESDAY			
THURSDAY				THURSDAY			
FRIDAY				FRIDAY			
SATURDAY				SATURDAY			
SUNDAY				SUNDAY			
TOTAL HOURS				TOTAL HOURS			

STUDENT'S SIGNATURE:		DATE:	

EMPLOYER / SUPERVISOR SECTION

RATING CATEGORIES	PLEASE CHECK ONE OF THE FOLLOWING CATEGORIES AS IT PERTAINS TO THIS SPECIFIC STUDENT.
☐ EXCEEDS EXPECTATIONS	STUDENT IN THIS CLASSIFICATION VERY SELDOM MAKES ERRORS AND PRODUCES AT AN EXTREMELY HIGH QUALITY WITH ACCURACY OF SKILL. THE STUDENT EXCELS IN PRODUCTIVITY, SHOWS TREMENDOUS INITIATIVE, AND DOES MORE THAN REQUIRED BY HIS OR HER JOB DESCRIPTION. THE STUDENT PERFORMS HIS OR HER JOB WITH LITTLE SUPERVISION AND IS VERY SELF-SUFFICIENT. THE STUDENT HAS AN EXCELLENT ABILITY TO USE EQUIPMENT, TOOLS, AND TECHNOLOGY WHILE DEMONSTRATING CONCEPTS THAT ENCOMPASS HIS OR HER JOB AND MAINTAINING SOUND SAFETY PER OSHA AND INDUSTRY STANDARDS.
☐ MEETS EXPECTATIONS	STUDENT IN THIS CLASSIFICATION MAKES OCCASIONAL ERRORS, BUT IS THOROUGH AND PRODUCES AT A HIGH QUALITY WITH ACCURACY OF SKILL. THE STUDENT REQUIRES SOME GUIDANCE IN HIS OR HER JOB DUTIES. THE STUDENT HAS AN EXCELLENT UNDERSTANDING OF USE OF EQUIPMENT, TOOLS, AND TECHNOLOGY WHILE DEMONSTRATING CONCEPTS THAT ENCOMPASS HIS OR HER JOB AND MAINTAINING SOUND SAFETY PER OSHA AND INDUSTRY STANDARDS.
☐ APPROACHING EXPECTATIONS / REQUIRES ADDITIONAL TRAINING	STUDENT IN THIS CLASSIFICATION MAKES ERRORS AND PRODUCES AT AVERAGE QUALITY WITH AVERAGE ACCURACY OF SKILL. THE STUDENT REQUIRES GUIDANCE IN HIS OR HER JOB DUTIES AND HAS LEARNED THE NECESSARY ROUTINE, BUT STILL NEEDS REMEDIAL TRAINING. THE STUDENT HAS A BASIC UNDERSTANDING OF USE OF EQUIPMENT, TOOLS, TECHNOLOGY, AND CONCEPTS THAT ENCOMPASS HIS OR HER JOB. THE STUDENT MUST BE REMINDED OF SAFETY CONSCIOUSNESS AND IS AVERAGE AT MEETING OSHA AND INDUSTRY SAFETY STANDARDS.
☐ EXPECTATIONS NOT MET / RETURN TO SCHOOL -	STUDENT IN THIS CLASSIFICATION MAKES FREQUENT ERRORS, IS CARELESS, AND PRODUCES SUBSTANDARD QUALITY OF WORK. THE STUDENT REQUIRES CONSTANT SUPERVISION IN ALL TASKS BEING PERFORMED. THE STUDENT LACKS FUNDAMENTAL SKILLS IN VARIOUS AREAS, WHICH INCLUDE TOOLS, TECHNOLOGY, AND CONCEPTS. THE STUDENT DOES NOT DEMONSTRATE A CONSCIOUSNESS FOR SAFETY AND IS A POTENTIAL LIABILITY.

COMMENTS:	
SUPERVISOR'S SIGNATURE:	DATE: