**Palau Community College**

**Course Learning Outcomes**

**Internship**

During the course experience, the ***course learning outcomes*** (CLO) will be assessed through the use of signature assignments. A rating scale will be used to determine the students’ proficiency level of each CLO using specifically aligned assignments. The numerical rating of 3,2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcome listed below.

Rating Scale:

**3 Exceeds Expectations**

**2 Meets Expectations**

**1 Below Expectations**

**Course Learning Outcome 1**: Demonstrate proper employee behaviors and work habits.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Punctuality** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **Attitude** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **Dependability** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **Honesty** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **Personal Hygiene** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **Interpersonal Relations** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |

**Course Learning Outcome 2**: Perform program related tasks as assigned by a site supervisor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task/Activity Name** | **Rating Scale** | | | |
| **1.** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **2.** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **3.** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **4.** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |
| **5.** | 3 | Exceeds Expectations - (90% to 100% of the time) | 1 | Below Expectations (0% to 79% of the time) |
| 2 | Meets Expectations (80% to 89% of the time) |  |  |

**Palau Community College**

**Internship Training Rating Sheet**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration of Training: (From) \_\_\_\_\_\_\_\_\_\_\_(To) \_\_\_\_\_\_\_\_\_\_\_**

**PLEASE PLACE A ✓ IN THE CORRESPONDING NUMBERED BOX WHEN EVALUATING THE STUDENT’S SKILLS. COMMENTS ARE ENCOURAGED TO ASSIST INSTRUCTORS IN IMPROVING STUDENT PERFORMANCE.**

**Employer’s evaluation of student’s internship training performance:**

**Rating Scale: 3 – Exceeds Expectations 2 – Meets Expectations 1 – Below Expectations**

**(see next page for explanation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Behavior/Work Habit** | | **3** | **2** | **1** | **Comments (Strengths or areas that need improvement)** |
| 1. | Punctuality |  |  |  |  |
| 2. | Attitude |  |  |  |  |
| 3. | Dependability |  |  |  |  |
| 4. | Honesty |  |  |  |  |
| 5. | Personal Hygiene |  |  |  |  |
| 6. | Interpersonal Relations |  |  |  |  |
| **Task/Activity Name**  **(List all tasks/activities performed by the student during the internship period with your rating. Comments should be provided for each task.)** | | **3** | **2** | **1** | **Comments (Strengths or areas that need improvement)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature and Date**

**Please use the following criteria to evaluate the student’s performance:**

**Below Expectations –** Student intern performs major duties / tasks to which they are assigned well below the level expected by the supervisor. Student requires constant and increasing amounts of supervision. Work is routinely returned to the student intern for revision, reassigned to others for rework, or student intern needs to continually work on the same assigned task. Student intern may show an indifference to his/her performance and resists mentoring.

**Met Expectations –** Student intern performs major duties / tasks to which they are assigned as expected on a regular basis. Student regularly achieves the expected outcomes with the appropriate level of supervision and with the timelines communicated to the intern by the supervisor. Work requires moderate improvements.

**Exceeds Expectations –** Student intern performs major duties / tasks to which he/she is assigned to a level well beyond supervisor’s expectations. Work is performed within stated deadlines with little to no supervision. Final product is consistently high quality, professional work that is expected of a professional with more experience and requires minimal if any, improvements. Student may seek additional projects or tasks independently rather than waiting for assignments.

**NOTE:** In addition to the rating of 3, 2, or 1, comments will help in determining the final grade for the intern. The final grade needs to reflect the student’s skills as accurately as possible to potential employers after graduation.