

Worksite Learning Plan

Student Learner: _____

Learning Site: _____

The Student Learner, the Worksite Learning Supervisor and the School Worksite Learning Coordinator agree to the following Personal Learning Objectives. Each objective should be measurable and describe an *accomplishment*, such as a *skill, knowledge or a behavior* in which the student can demonstrate growth.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

In addition to these four personal objectives, each student participant will be evaluated on the following professional work attitudes and leadership skills using the Ratings shown:

- 1 – Outstanding 2 – Good 3 – Satisfactory 4 – Needs Improvement 5 – Unacceptable
N/A – Not Applicable

Attitude Toward Work

- Uses time effectively
- Dresses appropriately for the job
- Exhibits cleanliness, good hygiene
- Demonstrates continual improvement in developing a work ethic

Quality of Work

- Works independently
- Uses care with equipment & materials
- Performs quality work

Safety

- Maintains good safety procedures; understands company safety policies

Dependability

- Is on time to work; remains until required hours are completed
- Alerts supervisor if absent or late for work; plans ahead to rearrange schedule

Relations With Others

- Cooperates with supervisors
- Works well with a team
- Accepts suggestions; willing to change
- Overall communications skills

Job Growth / Skill Improvement

- Performs well under pressure
- Shows continual improvement
- Works without supervision
- Understands and follows directions
- Learns well, understands responsibility

Leadership

- Communicates effectively in a variety of settings
- Implements resources and technologies to achieve personal and group goals
- Motivates individuals and groups to make positive contributions to work, family and the community
- Models integrity

Worksite Learning Supervisor's Signature: _____

Date _____

Worksite Learning Coordinator's Signature: _____

Date _____

Student Learner's Signature: _____

Date _____