

CTE Program: _____

Worksite Learning Plan

Student Name: _____

Beginning Date: _____ Ending Date: _____ Worksite: _____

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

Learning Objective #1: _____

Learning Objective #2: _____

Learning Objective #3: _____

Learning Objective #4: _____

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

Ratings: 1 – Exceeds expectations, 2 – Meets Expectations, 3 – Below Expectations

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 and materials
- _____ Performs quality work

Job Growth/Skill Improvement

- _____ Performs well under pressure
- _____ Shows continual improvement
- _____ Works independently
- _____ Understands and follows directions
- _____ Learns well; understands responsibility

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 within a team
- _____ Accepts suggestions, willing to change
- _____ Overall communications skills

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 Supervisor's Signature: _____

Date: _____

Worksite Learning Coordinator's Signature: _____

Date: _____

Student's Signature: _____

Date: _____