

May 2023 - Lacombe Outreach School Work Experience Calendar

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			Total Hrs:

Student Name & Signature:

Supervisor Name & Signature:

Lacombe Outreach School
Off Campus Program- Work Experience
LEARNING PLANS/ EVALUATION

Student: _____

Employer: _____

Month/ Year: _____

PLEASE EVALUATE AND DISCUSS STUDENT PERFORMANCE

EXCELLENT (5)	COMPETENT (4)	SATISFACTORY (3)	UNSATISFACTORY (2)	UNACCEPTABLE (1)
-Consistent -With great confidence -Independent -Rarely needs direction	-Often -With confidence -Occasionally needs direction -Direct supervision	-Generally -Some confidence -Often needs direct supervision	-Rarely -Little confidence -Requires direct supervision	

PERSONAL SKILLS AND WORK SKILLS

Motivation- willingness to work and works independently	5	4	3	2	1
Cooperative- ability to work with others	5	4	3	2	1
Attitude- ability to accept advice and constructive criticism	5	4	3	2	1
Dependability- attendance, reliable and performs to expectations	5	4	3	2	1
Adaptability- is flexible and can adjust to new or changing situations	5	4	3	2	1
Communication- asks questions and seeks help when needed	5	4	3	2	1
Skills- demonstrates skills appropriate to this placement	5	4	3	2	1
Accuracy- few errors and completes work in a timely manner	5	4	3	2	1
Professionalism- dresses and conducts oneself appropriately	5	4	3	2	1
Safety Conscious- demonstrates safe practices in the workplace	5	4	3	2	1

