# GRADE REPORT

**Faculty:** Please complete the information below. Put a check on the appropriate line to verify the information is in the workbook and that all items have the appropriate signature.
**Utilize the rubric and key below to determine the student's letter grade in the Co-op class** (work experience).

Student Name: _____ Program of Study: _____

Employer: _____ Supervisor's Name: _____

Course: COE: _____ Section: _____ ☐ Fall ☐ Spring ☐ Summer 20____ Total Hours Student Worked: _____

Check the box if the following is completed:

Mid-Semester Evaluation: ☐ Employer Evaluation of Student: ☐ Student Self-Evaluation: ☐

**Rubric Criteria:**

| | | | | | |
|---|---|---|---|---|---|
| Overall Employer Evaluation *(30 % of grade)* | All or mostly "Outstanding" remarks = **15 pts.** | All or mostly "Very Good" remarks = **12 pts.** | All or mostly "Average" remarks = **9 pts.** | All or mostly "Below Average" remarks = **6 pts.** | All or mostly "Unsatisfactory" remarks = **3 pts.** |
| MLO # 1 *(20 %) of grade* | 90% to 100% = **10 pts.** | 80% to 89% = **8 pts.** | 70 to 79% = **6 pts.** | 60 to 69% = **4 pts.** | 59% or below = **2 pts.** |
| MLO # 2 *(20 %) of grade* | 90% to 100% = **10 pts.** | 80% to 89% = **8 pts.** | 70 to 79% = **6 pts.** | 60 to 69% = **4 pts.** | 59% or below = **2 pts.** |
| MLO # 3 *(20 % of grade)* | 90% to 100% = **10 pts.** | 80% to 89% = **8 pts.** | 70 to 79% = **6 pts.** | 60 to 69% = **4 pts.** | 59% or below = **2 pts.** |
| Faculty On-site Visitation Report *(10 % of grade)* | All or mostly "Outstanding" remarks at time of visit = **5 pts.** | All or mostly "Very Good" remarks at time of visit = **4 pts.** | All or mostly "Average" remarks at time of visit = **3 pts.** | All or mostly "Below Average" remarks at time of visit = **2 pts.** | All or mostly "Unsatisfactory" remarks at time of visit = **1 pt.** |

*50 - 41 points = A*
*40 - 31 points = B*
*30 - 21 points = C*
*20 - 11 points = D*
*10 or below = F**

Final Course Grade: _____

*Students can also receive a failing grade (F) for not completing the required Co-op hours for the course *-and/or-* for not submitting completed Co-op paperwork in a timely manner.
**Incomplete (I) grades are assigned by faculty per college policy.

Comments:

_____ _____
CPCC Faculty Coordinator's Signature (I have reviewed the workbook) Date

_____
CPCC Co-op Coordinator's Signature (I have reviewed the workbook)