

# GRADE REPORT

**Faculty:** Please complete the information below. Please verify that the remainder of the workbook is complete and that all items have the appropriate signatures.

**Utilize the rubric and key below to determine the student's letter grade in the class** (work experience).

<b>Student's Name:</b> _____	<b>Program of Study:</b> _____
Course: WBL: _____	Section: _____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer - 20_____
	Total Hours Student Worked: _____

**Rubric Criteria:** (10 point scale)

Overall Employer Evaluation (30% of grade)	All or mostly "Outstanding" remarks = <b>30 pts.</b>	All or mostly "Very Good" remarks = <b>26 pts.</b>	All or mostly "Average" remarks = <b>23 pts.</b>	All or mostly "Below Average" remarks = <b>20 pts.</b>	All or mostly "Unsatisfactory" remarks = <b>17 pts.</b>
MLO # 1 (20% of grade)	90% to 100% = <b>20 pts.</b>	80% to 89% = <b>18 pts.</b>	70% to 79% = <b>16 pts.</b>	60% to 69% = <b>14 pts.</b>	59% or below = <b>12 pts.</b>
MLO # 2 (20% of grade)	90% to 100% = <b>20 pts.</b>	80% to 89% = <b>18 pts.</b>	70% to 79% = <b>16 pts.</b>	60% to 69% = <b>14 pts.</b>	59% or below = <b>12 pts.</b>
MLO # 3 (20% of grade)	90% to 100% = <b>20 pts.</b>	80% to 89% = <b>18 pts.</b>	70% to 79% = <b>16 pts.</b>	60% to 69% = <b>14 pts.</b>	59% or below = <b>12 pts.</b>
Faculty On-Site Visitation Report (10% of grade)	All or mostly "Outstanding" remarks at time of visit = <b>10 pts.</b>	All or mostly "Very Good" remarks at time of visit = <b>9 pts.</b>	All or mostly "Average" remarks at time of visit = <b>8 pts.</b>	All or mostly "Below Average" remarks at time of visit = <b>7 pts.</b>	All or mostly "Unsatisfactory" remarks at time of visit = <b>6 pt.</b>

90 – 100 points = A  
 80 – 89 points = B  
 70 – 79 points = C  
 60 – 69 points = D  
 59 or below = F\*

Final Course Grade: \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_  
 CPMC Faculty Coordinator's Signature (I have reviewed the workbook)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CPMC Workplace Learning Coordinator's Signature (I have reviewed the workbook)