**2014 Work Experience Journal Criteria Sheet**

Student name:

Employer’s name:

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| Criteria | Very High | High | Medium | Low-Poor |
| Before undertaking work experience | Completed all questions thoughtfully. Ensured he/she would be adequately prepared to undertake work experience. | Has considered most focus questions and provided a good response. | Basic responses provided. Greater effort and detail would have resulted in a better outcome. | Responses to focus questions are incomplete/ too brief. Little effort demonstrated. |
| Summary of tasks undertaken on work experience | Detailed summary of tasks performed on all 5 days.  Included reflective responses about tasks most enjoyed and not enjoyed. | Detailed summary of tasks performed on most days.  Included several reflective responses about tasks most enjoyed and not enjoyed. | Good summary of tasks performed. Some  reflective responses about tasks most enjoyed and not enjoyed. | Poor summary of tasks performed. Little or no response about tasks most enjoyed and not enjoyed. |
| Work experience reflections | Much consideration was given before addressing each question in detail. | Consideration was given before addressing most questions in detail. | Addressed all questions. Some contain more detail than others. | Has not answered all focus questions or responses are too brief. |
| Employer feed back | Outstanding evaluation given. Was very professional and represented the College well. | Positive employer feedback given. | Adequate employer feedback. | Forgot to submit employer feed back |
| Presentation/grammar/spelling | Perfect spelling/ grammar  Very neat hand writing | Clear and neat presentation.  Few spelling and grammatical errors. | Adequate presentation.  Several grammatical or spelling errors. Must proof read work more carefully in the future.  Forgot to put name on report. | Presentation looks rushed. Little care taken. Many spelling and grammatical errors. Forgot to put name on journal. |
| Submitted on due date | Handed in on or before the due date. | Handed in up to two days after the due date. | Handed in a week after the due date. | Handed in more than a week after the due date. |