

Experiential Education Program

at

Bluegrass Community & Technical

College -

SPRING 2008



COOPERATIVE EDUCATION – INTERNSHIP - PRACTICUM PACKET CONTENTS

The Co-op, Internship, and Practicum Programs of BCTC are designed to benefit both students and employers. Students will work in real-world situations gaining experience, college credits, and a valuable entry on their applications and résumés. The employers are able to accomplish more with the assistance of students who have learned the newest technology/theories in college. These are the current instructions and forms used by the students, instructors, and program coordinators to ensure that this is a positive, learning experience for all concerned.

- 1. Initial Student Application This application is completed as soon as the students know they will be participating in one of the experiential education programs. Students submit the completed form to the Exp. Ed. Coordinator, a copy to their Advisor, one for the employer if applicable, and always keep a copy of each form used in the program for their own records. The easy way to remember who gets copies is the acronym A-C-E-S. Advisor-Coordinator-Employer-Student. Since the student is the only person to come into contact with the three people who should receive copies, it makes sense to have the student do the copying and distribution.
- 2. **Assignment Form** A description of the assignments and when they are due.
- 3. **The Memorandum of Employment Agreement** Designed to ensure that the student, work supervisor, and advisor understand what is expected of each of them and that the work experience is successful for the student, the worksite, and the college. *A-C-E-S!*
- 4. **Training, Learning/Performance Goals** This form is completed by the Program advisor, student, and work supervisor. The work supervisor works with the student on projects or tasks to be completed while in this course. The Advisor helps formulate the Learning/Performance Goals with the student. *A-C-E-S!*
- 5. **2-Week Time Sheet/Work Supervisor Evaluation** This is to be completed by the Student and the Worksite Supervisor. The student lists number of hours worked for the 2-week period and verified by the supervisor. The supervisor will also evaluate the student based on the criteria listed on the form and provide related remarks. **These forms are to be submitted every two weeks.** *A-C-E-S!*
- **6. Student Application/Cover Letter/Résumé** The first three pieces of student work that an employer sees are the application, cover letter, and résumé, if used. These need to be as perfect as possible to indicate to the employer that the students take a professional attitude towards their work. The application is mandatory for all participants. The cover letter and résumé are mandatory for students getting their Associate's Degrees, but recommended for all other students. **A-C-E-S!!**
- 7. Site Visit/Final Report/Student Appraisal Site Visit the Program Advisors will visit the business site at least once during student work hours. Final Report students will complete a short, summary report on what they learned and accomplished during the semester. Student Appraisal complete a short survey designed to give the college more information on the position, environment, and company. A-C-E-S!

- **8. Total Hours Time Log -** This is a log of total hours worked each week at the students' worksite. The student completes this each week, and the supervisor verifies its' accuracy. This is submitted at the end of the co-op work experience. *A-C-E-S!!*
- **9. Final Evaluation Form** This is completed by the faculty advisor/instructor, signed by both Instructor/advisor and student. Please send a copy to the Experiential Education Coordinator.

Important – If there any questions or concerns about your work experience please contact the Experiential Education Coordinator or your Program Advisor immediately. We are committed to ensuring that your work experience be valuable, rewarding, and safe.

Kammy McCleery
Coordinator of Student Employment & Experiential Education
Bluegrass Community & Technical College
103D Oswald Building
470 Cooper Drive
Lexington, KY 40506-0235
859-246-6533 - Phone
859-246-4678 - Fax
kammy.mccleery@kctcs.edu
www.bluegrass.kctcs.edu



Initial Student Application

(This is due <u>before</u> first day of work begins)

Internship Practicum Co-op (Please check one)
Date:
Last Name: Middle Initial:
Student ID #: Date of Birth:
Street Address:
City: Zip:
Home Phone: Cell Phone:
E-Mail Address:
Program: Course Number: Advisor/Instructor:
Semester: Fall Spring Summer Year:
Days Available M 🗌 T 🔲 W 🔲 T 🔲 F 🔲 S 🔲 SN 🔲 Hours Available:
Work Site Identified: Yes \[\] No \[\]
If yes, please list name of Company:
Contact Person:
Contact Information: Phone: E Mail:
Instructor Signature: Date:
Student Signature: Date:
Comments:



Co-op – Internship – Practicum Assignments

Faculty Advisor/Technical Program Coordinator:	
Student Program or Major + Course #:	

ACES – As you complete your assignments, make three more copies. Distribute as follows – A = Advisor C = Coordinator E = Employer S = Student Please do it As Soon As Possible!

- 1. Attend <u>mandatory</u> Orientation Seminar or your Program equivalent. (10 points)
- 2. Complete and submit Initial Student Application for entry to program within 72 hours.
- 3. Meet with your Work Supervisor then your Faculty Advisor/Technical Program Coordinator to set up your Training/Performance Goals. Start getting signatures for Memorandum of Employment Agreement.
- 4. Turn in your 2-Week Time Sheet/Supervisor Evaluation <u>every</u> two weeks. Copy hours to Total Time Log.
- 5. Submit the Memorandum of Employment Agreement and Training/Performance Goals by 1/28/08. (10 points)
- 6. Submit the <u>Draft</u> Sample Employee Application, Cover Letter/Résumé by 3/7/08 and the revised Final Forms by 4/4/08. (20 points)
- 7. Meet with your faculty advisor/program director to discuss progress during week of 3/24/08 3/28/08.
- 8. Submit the Final Report by 4/25/08 in which you respond to the following points: Discuss your Training/Performance Goals Did you accomplish them? If not, how far did you get? What were your skill levels at the start? What skills did you add during your work experience? Was the course work you've done at BCTC helpful to you or not? How has your work experience affected your future plans? (10 points)
- 9. Submit the Position Student Appraisal Form by 4/25/08. Your Technical Program Coordinator or Faculty Advisor will submit the Site Visit Form. (10 points)
- 10. Submit the Total Hours Time Log by 4/25/08 or last day of work assignment.
- 11. Meet with your Technical Program Coordinator/Faculty Advisor before the end of the semester to discuss your final evaluation by your work supervisor. (40 points)
- 12. Please make a <u>copy of your work evaluation and turn it in to me</u> before the end of the semester.

If you have any questions, please contact your Faculty Advisor or me!

Kammy McCleery, Coordinator of Career Services & Experiential Education 103D Oswald Building, Cooper Campus 859-246-6533 kammy.mccleery@kctcs.edu



MEMORANDUM OF EMPLOYMENT AGREEMENT

(Insert Student & Company Names) This agreement is made between and Bluegrass Community & Technical College. The purpose of this agreement is to provide students of the college an opportunity to learn employable skills at the job site with the employer, reinforcing the learning activities that have taken place in the classroom/shop/lab of the college.

This work experience agreement ensures that the following standards are met:

- The training will occur at the facilities of the employer and will include actual operation of equipment that affords learning experiences as set forth in the training plan agreement.
- **♣** The training is for the benefit of the student.
- 4 The student does not displace regular employees, but works under their close observation.
- The employer who provides the training derives no immediate advantage from the activities of the student and, on occasion, his operation may actually be temporarily slowed.
- 4 The student is not automatically entitled to a job at the conclusion of the training period.

The student agrees to:

- **♣** Be courteous and considerate of the employer, co-workers, and others.
- 4 Be punctual, dependable, loyal to the employer, and maintain company confidentiality.
- ♣ Notify the employer and instructor, if required, as soon as possible if going to be late or unable to work.
- ₩ Keep such records of work experience and/or wages earned as required by the college and submit them on, or before, specified deadlines.
- **♣** Conform to the policies and regulations of the employer and the college including an appropriate 'dress code'.
- Maintain a satisfactory performance level in college and on the job.

 Abide by the Training Plan developed and agreed to by the instructor, student, and employer.

The instructor, on behalf of the college, agrees to:

- Frepare, with the assistance of the employer, a Training Plan Agreement.
- Revise the Training Plan as needed to improve the student's work experiences.
- ♣ Visit the student on the job to determine instructional needs and to ensure that the student receives job training and supervision as well as the job experiences set forth in the Training Plan.
- Recognize that much of the information gathered at the company is confidential and treat it accordingly.
- ♣ Make provisions for the student to receive prior or concurrent related instruction on a regularly scheduled basis as outlined in the Training Plan.

The employer agrees to:

- ♣ Take an active part in the training and supervision of the student while providing onthe-job instruction in accordance with the Training Plan.
- Assist the co-op coordinator and instructor in evaluating the student's performance on the job by completing the evaluation form as required.
- Provide close supervision by an experienced and qualified person and to avoid subjecting the student to unnecessary or unusual hazards.
- ♣ Notify the college immediately in case of accident, sickness or any other serious problems.
- ♣ Permit and expect the co-op coordinator and the instructor to visit periodically to discuss the progress of the student and to observe him/her on the job.
- Give the same consideration to the student as given to other employees in regard to safety, health, and general employment conditions and other regulations of the business.
- ♣ Comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age.
- ♣ Comply with all regulations of Worker's Compensation Insurance for students who are receiving compensation for their work experience as provided in the Training Plan.

This agreement is here training plans and/or education coordinator	performance goals set	This agreement covers all student-forth by the employer/faculty advisor/student/experiential
Employer	Date	Student Date
Phone		Phone
Email Address		Email Address
Faculty Advisor	Date	Experiential Education Coordinator 246-6533
Phone		Phone
Email Address		<u>kammy.mccleery@kctcs.edu</u> Email Address

All signatures and information must be in place before this form is completed and ready to be copied and distributed!



TRAINING PLAN/PERFORMANCE GOALS AGREEMENT

Internship Practicum Co-op (Please check one) First Name: Last Name: M.I.: Student ID #: _____ Date of Birth: _____ _____ City: _____ State: ____ Zip: _____ Home Phone: _____ Cell Phone: _____ Program Area: _____ Academic Plan: Course #: _____ **Instructor Name:** ____ Coordinator Name: _____ **Extension:** _____ FAX: _____ Company Name: _____ **Phone:** _____ Address: City: State: ____ Zip: _____ Hours per Week: Contact: Title: _____ Starting Date: _____ Mon: _____ Work Schedule Fri: ____ Sat: _____ Tue: _____ Wed: ____ Sun: Thu: _____ Rate of Pay: \$ _____ per ____ Student will be trained in/complete the following tasks or meet the following performance goals: Instructor/Advisor Signature: Work Supervisor Signature: _____

Student Signature:



Note: Make multiple copies of this form after you complete the first 3 lines BEFORE you fill in any hours ...

2-Week Time Sheet/Work Supervisor Evaluation

(Inis join		rned in <u>every</u> to Internship [] (Ple		Co-op		u ine ena!)
tudent's Name		Pro	Program			
Employer			Su	pervisor		
Business Address						
Vork Period from (date)		to		_ Hours		_ to
Pay of Week						
Month/Date Ex. 5/30						
Iours Vorked <i>Ex</i> . 8						
Colling Total f Hours						
Cotal Hours for Period						
Supervisor to con	nplete					
lease rate student on ite	ems below u	sing the follow	ing criteria:	:		
E = Excellent $G = G$		-	_		N = Need	ls Improveme
ttendance &	App	pearance		Adaptability		
unctuality Quality of Work	Atti	itude		Initiative		
Quantity of Work	Abi	lity to nmunicate			th Co-workers	
		endability		Reaction to s	supervision	
emarks: -						
verify that this is a true and	accurate state	ment of the studen	t's attendance	and evaluatio	n.	
•						

Date

Signature of Supervisor or Employer



APPLICATION – COVER LETTER – RÉSUMÉ

This assignment is extremely important to anyone who expects to look for a new job at some point in their lives, and that's <u>all</u> of you. The first three pieces of your work that an employer sees are your application, cover letter, and résumé so they <u>must</u> be perfect! There is no option.

It's your life... pay attention!!!!

<u>APPLICATION</u>: While many companies now put their applications online, others continue to use a manually completed application as part of the interview process. You need to be prepared for this possibility by bringing with you to the interview a perfectly completed application hand printed in black ink so that you can simply transfer the information from your application to theirs. It has to be done manually because they will not have a typewriter or computer for you to use. This is a far more professional way to handle the situation than having to pull everything out of your purse or wallet and asking for the use of their telephone books... or, worst case scenario, ... calling your mother!

<u>COVER LETTER</u>: This is the equivalent of the world's best fishing fly. It is designed to tell the company which position interests you, why the company itself is a place you want to work, and how your experience fits their needs. <u>This is a 'here's what I can do for you and why I want to do it' letter.</u>

<u>Nothing more!</u> You must research the company to write this letter effectively. Do everything you can to find out the name of the person who will be doing the hiring, how to spell his/her name, and address the letter accordingly. If you have only a general email address, use no salutation at all. It's better to go without than to use 'To Whom It May Concern' or 'Dear Sir or Madam.'

<u>RÉSUMÉ</u>: Use the '60-SECOND, EMPLOYER-FRIENDLY RÉSUMÉ FORMAT' that follows. This is an unorthodox format, yet it has been proven to be extremely effective. Employers today give a résumé <u>15 to 60 seconds of their attention</u>, so follow the format! No pronouns, no 'ands,' minimal periods, no complete sentences! This is the way to write a résumé that you can tweak and use the rest of your life, and it is an outstanding way to understand what you have already accomplished and all of the positive character traits and skills that you bring with you to a new company! As college students, you tend to not give yourselves credit for everything you have done. We'll work on that... All <u>of Pat Miller's IMD</u> students will also design a creative résumé. You will need to turn in two(2) résumés.

Call or email me if you have any questions or want help... Do NOT wait until the drafts are due!! These must be turned in on time.

You're the reason I'm here, so please make use of my experience and expertise.

Kammy McCleery 103D Oswald Building, Cooper Campus 246-6533 <u>kammy.mccleery@kctcs.edu</u>



Complete this application by following these steps:

- 1. Gather and organize all employment information.
- 2. Make several copies of application. Practice filling it out until you can do it without arrows, crossouts, smears.
- 3. For final draft: submit application neatly printed in black ink. It should be perfect.

Employment <u>Application</u>

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

PERSONAL	CONTAC	CT INFORI	MATION		
Name(First, MI, Last)	S	ocial Security	Number		
Mailing Address					
City, State Zip Code					
Home Phone	N	lessage Phone			
E-mail Address	N	lay we contact	you by e-mail?	□Yes	\Box No
@					
ADDITIO	ONAL IN	FORMATIC	ON		
Have you been employed by this organization i	n the past	?		□Yes	□No
I certify that I am in compliance with the prov	ision of th	e Selective S	ervice Act (Draft	t Registrati	ion) **
I certify that I am a US citizen, permanent rest	ident, or a	foreign natio	onal with author		
Officed States.				□Yes	\Box No
Have you ever been convicted of, or entered a	plea of gui	lty, no conte	st, or had a with		
felony? ** If yes, please explain:				\square Yes	□No
** These questions must be answered in order to be con	sidered for e	mployment			_
	EDUCA	TION			
(Schools attended or spec			n with most recent!	•	
School	From	/	To /	Did y	ou graduate?
Location	Т	ype of degree/	diploma /		
School	From		То	Did v	ou graduate?
School	110111	/	/	Did y	ou graduate.
Location	Т	ype of degree/	diploma	I	
School	From	,	То	Did y	ou graduate?
Location	 T	/ ype of degree/	/dinloma		
LUCATION	1	ype or degree/	атртоша		
	1.1				

WORK HISTORY (START WITH PRESENT OR LAST POSITION)										
Job Title	From /	To /	Hrs/Week	Emplo	yer					
Address – <i>street, ci</i>		Phone	Supervisor- <i>full</i>		May we contact this employer?					
Job Duties: NOTE:	Never put 'See Ré	sumé' on an applica	ation It is consi	dered ext.	remely lazy.					
Reason for leaving: keep it impersonal										
Job Title	From /	To /	Hrs/Week	Employ	er					
Address		Phone	Supervisor		May we contact this employer? \square Yes \square No					
Job Duties:					□ ies □ No					
Reason for leaving:										
Job Title	From /	To /	Hrs/Week	Employ	er					
Address	<u> </u>	Phone	Supervisor		May we contact this employer? Ves No					
Job Duties:					□ les □ No					
Reason for leaving:										
	How di	d you find out a	bout this posi	tion?						
Recruiter	Newspaper Ad	Career Fair	☐ State w	ebsite [Job Service					
Current Employee	☐ Internet Source	Personal Inquir	ry Prof. Or	g. website	Radio/TV Ad					
Monster.com	University/College	Company Newslet	ter Other	source:						
		Job Type or S	Shift Desired							
☐ Full Time	☐ Part Time	Permaner	nt 🗌 Tempora	ary	☐ 6 month					
☐ 9 month	☐ Seasonal	☐ Limited Serv	vice Shift		□ Night					
Signature			Date							
				/	/					
I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.										



Seven Secrets to a Great Cover Letter — www.careers.msn.com &

KAMcCleery, BCTC, Lexington, KY

Aside from a résumé, your cover letter is the most important job search tool you must develop. A cover letter introduces you to potential employers and gives you the opportunity to draw the reader's attention to particular skills and experiences. Done right, a cover letter can move your résumé to the top of the pile. If you are not sure how to make your cover letter stand out, here are seven secrets that will get you started in the right direction.

- **1. Make it personal.** Do not address a cover letter to a generic being, such as "hiring manager." Get the name of the hiring officer. Call the company ask to whom to send your résumé. Also ask current employees or check the corporate Web site. Putting a real name on your letter will make it look more like important and less like junk mail. *Note: Find out how to spell the person's name correctly. It is our only non-digital identification.*
- **2. Get to the point.** Your cover letter should never be more than one page; and, once you include your return address and the company address, you do not have much space. That is why you need to let the reader know why you are writing immediately.
- **3. Show off your company knowledge.** One way to get a hiring manager's attention is by demonstrating that you have done your homework. <u>Before</u> you start writing your letter, research the company to learn as much as you can about it. Then **use this knowledge in your letter**. Express your interest in utilizing your past experience in computer hardware networking/repair to help the company succeed.
- **4. Answer their prayers.** You can, and should, use your letter to give the company exactly what it is looking for. This means paying attention to job postings and descriptions and advising that you have the desired skills and qualifications.
- **5. Show, don't just tell.** One mistake many people make on cover letters is saying they have certain qualifications without including any evidence to back up their claims. Are you saying that you have strong customer service skills? **Include specific examples about those skills**. Pull out one or two specific examples from your past experience and write about them in detail in the second or third paragraph.
- **6. Promise to take action.** Wrap up your cover letter with a promise to contact the company, and then **back up your statement with action**. Your cover letter is too important to end by just saying "I look forward to hearing from you." <u>Take the initiative</u> by saying, "I will follow up with you in the next week to schedule a convenient time for us to meet."
- 7. **Read and read again.** It's always a good idea to read it a couple more times to ensure that you do not have any typos, spelling, or grammatical errors. When you are tired of checking it, give the letter to a friend or family member to read. Sometimes, a fresh set of eyes can pick up on things that you may have missed. *Note: If your brain has made the mistake the first time, it may well think it's correct the second, third, and fourth times!*

TOP MARGIN SHOULD BE .3" WHEN USING A LETTERHEAD... Sides 1"

Read Seven Secrets to a Great Cover Letter on page 13 before beginning your letter!

Name – Palatino Linotype – 18Bold

10B - Tab in> Address

Phone Number - No parentheses!

Email Address

(When using letterhead, be sure to center the text of your letter from the bottom of the letterhead to the bottom of the page!)

Date

Name – (*Must be a specific name!*)
Person's Title
Company Name
Address1
Address2

Re: Name of Position

Dear Mr./Ms. (Last Name):

Sincerely,

(Don't forget to sign it in this space!!! Use your formal signature.)

Your name

Enc. – Enc. means enclosures such as your résumé – do not write résumé, just Enc.

THE 60-SECOND RÉSUMÉ FOR TODAY'S JOB MARKET

START HERE!

<u>Use MSWord</u> – better than templates because you can move sections without losing them!! Go To File > Page Set Up> Margins – TM - .7" BM - .7" LM -.9" RM -1.0" Header/Footer – 0" (The heading – name, address, phone #s, email – should be left justified – we read left to right.)

First Name Middle Initial Last Name – 18B – (leave 2 spaces between each part of your name.)

12 point bold

Objective/Attributes: To obtain part-time employment in order to meet financial/academic obligations while attending college. *Attribute Examples:* Dependable; conscientious; team worker; positive attitude; patient; customer service oriented; highly motivated; honest/trustworthy; adaptable.

The objective tells why you want/need to work while you're in school... it's like an equation. Otherwise, your objective is: To obtain employment in the field of (insert your career choice).

List of positive character traits separated by semicolons or slashes. No pronouns allowed! Think of all the character traits that make you a terrific employee!! Dishonesty=fraud=fired!

Computer Skills: MSOffice – Word/Excel/Access/PowerPoint; Adobe PhotoShop; Windows 95 – XP Pro; HTML; Internet Research; Email Management.

Notes on this section: First, all the programs that you know how to use, then the operating systems, then any other skills...Do NOT include courses or course numbers! Include skills!!

Always start with your most recent education/work experience... use numerical month and year for your dates (Ex. August, 2001 becomes 8/01). Give an expected graduation date, not 'Present'! Education:

8/05 – 5/08 <u>Bluegrass Community & Technical College</u>, Lexington, KY Major: Business Technology

Notes on Work Experience section: The title of your position is done in bold because an employer is more interested in <u>what you've done</u> than who you worked for. Your job description uses action verbs, such as 'welded/managed/designed/delivered,' followed by followed by key words telling what you did. Your Work Sheet should look like this: Task > Action Verb > Key Words

Work Experience: again, start with your most recent work experience or one that may be ongoing 2/06 – Present **Title of your position – 12 pt. Bold**

(11 pt. ^) Name of business, city, state – 12 pt. regular
(Ex. created/implemented client website; updated client database; reconciled daily cash transactions; assisted customers with purchases to ensure satisfaction.) (No pronouns!

No complete sentences! No 'my job responsibilities included!)

?/?? - ?/?? **Position**

Name of business
Job description

Put your contact information on one line at the bottom especially if you are emailing it...

3216 College Street #42, Lexington, KY 40503

859-xxx-xxxx

xxxxxx@kctcs.edu

Your present address all on one line – 11B (commas after street and city, not state)

When done, use Print Preview to center résumé on the page at the top & bottom for a much more professional look. Other job search necessities are in the employment packet.

Always carry résumés/references/perfect application/directions + parking information in a leather or plastic folder that will keep them clean/unwrinkled!

Kammy McCleery 103D Oswald Building 246-6533 kammy.mccleery@kctcs.edu See you soon!

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SAMPLE OF EMPLOYER FRIENDLY RÉSUMÉ

Cxxxxxx D. Jxxxxxx

Objective/Attributes: To obtain employment in order to meet financial/academic obligations while attending college. Customer-service oriented; highly motivated; reliable; positive attitude; conscientious; team worker; excellent interpersonal/communication skills; adaptable; honest/trustworthy; leadership skills; detail minded; problem solver; creative; dedicated. **These are examples only! Lying = Fraud = Fired!**

Computer Skills: MSOffice – Word/Excel/Access/PowerPoint/Outlook; Corel Draw; PageMaker; Adobe PhotoShop; DreamWeaver; FrontPage; Windows 95 – XP Pro; HTML; Internet Research.

Education:

8/04 – 5/08 <u>Bluegrass Community & Technical College</u>, Lexington, KY

Major: Information Management & Design – Computer Office Technology

Work Experience:

4/02 – Present Sales/Customer Service Associate – Seasonal

Keeneland Racetrack, Inc., Lexington, KY

Staff concession stand; handle cash transactions; reconcile cash drawer daily; assist visitors/customers with menu selections/directions/questions; work hard to ensure highest standards of customer satisfaction and visitors needs are met.

12/00 – 2/02 **Telephone Call Center Associate**

Telequest, Lexington, KY

Assisted customers by verifying phone service changes; answered questions; resolved concerns; worked hard to ensure customer satisfaction.

7/98 – 9/00 Home Electronics Manager/Merchandiser/Supervisor/Pricing Clerk

K-Mart, Inc., Lexington, KY

Assisted customers with questions/concerns/complaints/problem solutions; supervised/motivated/trained three employees; ordered new/replacement merchandise as necessary; created new marketing plans/merchandise displays; maintained/updated department inventory weekly; handled cash/check/credit transactions; reconciled cash drawer daily; entered inventories/order corrections into store database; updated/maintained price changes.

3216 College Street #42, Lexington, KY 40503 859-xxx-xxxx xxxxxxxxx@kctcs.edu

THIS IS A BASIC RÉSUMÉ THAT YOU CAN TWEAK TO FIT YOUR SITUATION AT THE TIME THAT YOU NEED IT!!

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Employer/Student Site Visit Documentation (To be submitted by faculty instructor/program coordinator)

Internship	Practicum	Co-op
()	Please check one)	

	form to your division chair/supervisor. Keep a copy for your of the Co-op Coordinator. If you plan to use the College's vehicle, fitime.
Date:	
Program:	Course Number:
Instructor:	
Student:	Company to be visited: Address:
Contact Person:	
Nature of Visit:	Phone:
Work Environment/Recommendation	on:
Time: Leave BCTC	Return
Transportation:	
Signature:	Date:



Comments:

Experiential Education Position Student Appraisal

Name	Wages
Position	Hours Worked
Assignm	ent Period:to
Employe	r(Company Name)
	(Company Name)
	(Address: Street/Box, City, State, Zip)
Immedia	te Supervisor
job work student i	nary objective of Experiential Education is to provide the student with relevant on-the-/learning experiences in his/her chosen profession. This form is designed to assist the n assessing these experiences. The evaluation is meant to be constructive and in the best of the employer as well as future students. CIRCLE THE MOST APPROPRIATE ISE.
RELATI	ONSHIP WITH SUPERVISOR
1.	Did your supervisor appear interested in you as an individual?
	Always Frequently Sometimes Seldom Never
2.	Did your supervisor motivate you to improve yourself?
	Always Frequently Sometimes Seldom Never
3.	Did you receive adequate instructions and assistance from your supervisor in the conduct of your work?
	Always Frequently Sometimes Seldom Never
4.	How often did your supervisor discuss your job performance with you?
C	Daily Weekly Monthly Occasionally Never omments:
5.	Did you have discussions with your supervisor concerning your training experience and/or your total educational program? YES NO

RELATIONSHIP WITH CO-WORKERS

1. Did you get along with your co-workers?

Always Frequently Sometimes Seldom Never

2. Was there enough work to keep the employees busy?

Always Frequently Sometimes Seldom Never

3. Did your co-workers demonstrate interest in the company and its organization?

Always Frequently Sometimes Seldom Never

4. Cooperation among my co-workers in accomplishing the work was:

Excellent Good Average Fair Poor

Comments about Co-workers:

EVALUATION OF DUTIES

1. Do you believe your position provided relevant experience in your major?

Always Frequently Sometimes Seldom Never

2. Do you believe you performed work of value to your employer?

Always Frequently Sometimes Seldom Never

3. Did the work environment allow for the expression of your ideas?

Always Frequently Sometimes Seldom Never

4. Do you feel you were given equal responsibility compared with co-workers?

Always Frequently Sometimes Seldom Never

EVALUATION OF COLLEGE AND EXPERIENTIAL EDUCATION

1. How would you classify your academic preparation for this work experience?

Excellent Good Average Fair Poor

- 2. Do you feel cooperative education was encouraged in your major? YES NO
- 3. How would you rate your program faculty advisor's communication with you?

Excellent Good Average Fair Poor

4.	Did your faculty advisor make himself/herself available to answer questions during the job? Note: Remember, if you didn't ask for help, you do not have a complaint. YES NO Comments
5.	How would you rate your communication with Kammy McCleery, the Exp. Ed. Coordinator? Note: Remember, if you didn't ask for help, you do not have a complaint.
	Excellent Good Average Fair Poor
6.	Would you recommend experiential education to other students? YES NO Why?
7.	Did this work experience exceed, meet, or fall below your expectations?
8.	Have you and your employer reached any agreement about your continued or prospective employment with this company? If so, what is the agreement?
9.	We will benefit by having you indicate an overall assessment of your work experience. Please circle the word closest to your evaluation.
	Excellent Good Average Fair Poor (Student Signature) (Date)



TOTAL HOURS TIME LOG									
Student NameProgramInstructor									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		·
Date	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
(ie 9/1-9/5)	7.5	7.5	4.5	4.5				Total	Spr Intls
	-	etal Harris	for the Co	/ l	Drootio				
Cooperative				op/Internship/	Practicum				

Cooperative	raucation/1	nternsnip/Pi	acticum St	ipervisors,				
Please sign	at the end	of the semi	ester and	turn into /	Advisor and	Exp Ed	Coordi	nator

Work Supervisor Signature:	

Program Advisor Signature:

Student Signature:



Bluegrass Community & Technical College Student Evaluation Form

Supervisor Name Company Name Work Period						
rom /	/			1	1	
Work Performance:	Outstanding	Very Good	Acceptable	Poor	Unacceptable	N/A
Attendance & Punctuality	5	4	3	2	1	
Job Preparation	5	4	3	2	1	
Quality of Work	5	4	3	2	1	
Quantity of Work	5	4	3	2	1	
Time Management	5	4	3	2	1	
Use of Supplies & Equipment	5	4	3	2	1	
Overall Performance	5	4	3	2	1	
Comments on Work Per	formance:					- -
Employability			nt areas need			-

Personal Qualities:	Outstanding	Very Good	Acceptable	Poor	Unacceptable	N/A
Ability to Learn	5	4	3	2	1	
Ability to Communicate	5	4	3	2	1	
Adaptability	5	4	3	2	1	
Appearance	5	4	3	2	1	
Attitude	5	4	3	2	1	_
Dependability	5	4	3	2	1	
Initiative	5	4	3	2	1	
Judgment	5	4	3	2	1	
Reaction to Supervision	5	4	3	2	1	
Relation with Clients	5	4	3	2	1	
Relation with Co- Workers	5	4	3	2	1	
Comments on Personal (Qualities:					
Would you consider hirin	\Box Yes	□ No				
Would you recommend t	his student earn a	Pass or Fa	ail for this work	experier	nce?	
Has this evaluation been	discussed with th	ne student?				
Student Signature:				Date	/	/
Supervisor Signature:				Date	/	1