**Timetable & Grading Guidelines: Late Start Spring 2015**

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| **Week** | **Activity or Requirement** | **Maximum Points** |
| 1st – 2nd | Student discusses program with employer and arrives at tentative “objectives”.  Fills out objective worksheet. (***March 9-20th****)* | (5) \_\_\_\_\_ |
| 1st – 2nd | Student sets up meeting with CWEE Instructor to review/modify/finalize objectives and discusses course requirements. Student submits finalized objectives and 1st Student Evaluation of Personal Workplace Competencies | (15) \_\_\_\_\_ |
| 3rd – 6th | CWEE Instructor visits Employer and confirms validity of objectives.  Turns in Objective/Agreement to CWEE Office. (***March 23rd – April 10th****)* | (5) \_\_\_\_\_ |
| 7th -8th | Student meets with CWEE Instructor to discuss progress and remainder of course requirements, etc. (***April 20th – May 1st***) | (5) \_\_\_\_\_ |
| 9th | Student completes Field Report and mails/delivers it to CWEE Instructor. Maximum of 50 points awarded for field report, based on format, content, clarity of presentation, and timely submission. Student also makes appointment for final meeting with CWEE Instructor.(***By May 8th***) | (50) \_\_\_\_\_ |
| 9th – 11th | CWEE Instructor visits job site and picks up Employer’s Final Rating Form; discusses Student’s status; assigns points based on employer’s rating: 90 points maximum allotted according to the following (A = 4, B = 3, C = 2, D = 1) cumulative conversion table: (***May 4th-20th***)  GPA of 4.0 = 90 points GPA of 2.0 – 3.4 = 50 points  GPA of 3.5 – 3.9 = 80 points GPA of 1.5 – 1.9 = 40 points  GPA of 3.0 – 3.4 = 70 points GPA of 1.0 – 1.4 = 30 points  GPA of 2.5 – 2.9 = 60 points  *Example*: Student receives following employer grades for 4 objectives: A, B, B, C. (A = 4, B = 3, B = 3, C = 2) -- 4 + 3 + 3 + 2 = 12; 12 ÷ 4 = 3.0; which results in 70 points. | (90) \_\_\_\_\_ |
| 9th – 11th | Student meets with CWEE Instructor to review entire semester and completes the following (***May 4th-20th***):   1. Student submits updated, one page résumé (10 points) 2. Student submits 2nd Student Evaluation of Personal Workplace Competencies   And Employer’s Evaluation of Workplace Competencies (10 points)   1. Discusses performance on objectives/employer’s final rating. Tells own sense   of progress and hears CWEE Instructor feedback on both the Field Report and  overall student participation during the school term. (10 points) | (30) \_\_\_\_\_ |
|  | Point loss due to late objectives. Students who fail to submit finalized objective agreement form by close of 5th week are subject to a 5 point deduction for each (working) day form is late. Forms submitted one week late can result in a  25 point deduction. (**Reminder**: Failure to submit finalized objective agreement form by 7th week will result in an automatic drop from the course.) | (-) \_\_\_\_\_\_ |
| Final grade based on points awarded. | A = 180 – 200 points  B = 160 – 179 points  C = 140 – 159 points  D = 120 – 139 points  F = ≥ 119  **Reminder**: COOP-160, 170 and 170A students receive either letter grade or Credit/No Credit. 140 points minimum is required for Credit Grade. | (200) \_\_\_\_\_  Total points possible |