

## WRKX ASSIGNMENTS & GRADING

<b>Week</b>	<b>Assignment</b>	<b>Points</b>	<b>Employer Signature Required</b>
1-3	Complete WRKX Student Application (Student Profile)	5	No
1-3	Employer Agreement Form (Signed by Employer/Supervisor)	5	<b>Yes</b>
1-3	Learning Objectives Form (Signed by Employer/Supervisor)	20	<b>Yes</b>
1-3	1-on-1 Visit w/Instructor	10	No
7-9	Time Record Form – 1 <sup>st</sup> Submission	10	<b>Yes</b>
14-16	Worksite Visit/Contact - <b>Completed by Instructor</b> <ul style="list-style-type: none"> <li>• Employer evaluation/grade of student's learning objective/s</li> </ul>	75	<b>Yes</b>
14-16	Field Report	55	No
14-16	Resume	10	No
14-16	Time Record Form – 2 <sup>nd</sup> Submission	10	<b>Yes</b>

TOTAL

200

### Grading Scale

A = 180 – 200 points

B = 160 – 179 points

C = 140 – 159 points

D = 120 – 139 points

F =  $\geq$  119 points

Your Work Experience instructor will set all assignment due dates, keep an accurate records of assignments, and points accrued. Remember to keep in contact with your work experience instructor throughout the semester in order to stay on track and receive the maximum amount of points. You may receive point deductions if you:

- Arrive late or miss appointments
- Turn in work late and/or miss assignments