

PROVO HIGH SCHOOL  
WORK-BASED LEARNING PROGRAM

# Student Success & Work Site Assessment/Evaluation Form

Student Name \_\_\_\_\_ Period(s) \_\_\_\_\_

Business Name \_\_\_\_\_ Business Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_

## Student/School Assessment

**Student success will be measured in the following ways:** **YES NO**

A. An employer approved learning grid (learning objectives) that could include skills development, observation, hands on activities, etc.		
B. Department rotations that help students to be exposed to all aspects of the business		
C. Related courses and assignments at school to help develop related career skills (School training should include SCANS competencies)		
D. Review sessions with employer, student, and teacher held on a monthly basis		
E. An SEOP with the student indicating career goals and Pathway information		
G. A Performance Standards Contract is signed by the parent, student, teacher, and work site supervisor in advance of joining the work site program stating that a student will adhere to a rigid attendance and tardy policy, attain a high standard level of performance, and attend his/her assigned tutoring and/or related educational opportunities		

## Work Site Assessment

H. A non-supervisory adult is provided at the workplace to act as a mentor, advocate, advisor, and friend to help a student resolve issues and workplace demands		
I. Measures are taken to provide training and on-going support to work site mentors and staff. The booklet <u>Supervising and Assessing Student Interns</u> has been given to the work site supervisor and discussed with him/her.		
J. Work site has been evaluated for safety and cautions and concerns have been discussed with the business		

Signature \_\_\_\_\_  
School Supervisor