

## Volunteer Community Service

Students volunteering in the community must do so without pay. Students who are working toward receiving credit in community service must complete the following prior to graduation.

\*Keep a record of all hours worked.

\*Have your supervisor write an evaluation letter of your overall service and the number of hours you worked.

Credits per hours worked:

*175+ hours earned	1 credit
*174-123 hours earned	$\frac{3}{4}$ credit
*122-88 hours earned	$\frac{1}{2}$ credit
*87-44 hours earned	$\frac{1}{4}$ credit

## Job Shadowing

Students wanting to receive a credit in job shadowing must complete the following prior to graduation. Students must work under a supervisor without pay.

\*Keep a record of all hours worked.

\*Keep a 3-ring notebook of the following:

\*A current resume.

\*Two job performances/evaluations from the supervisor you worked under, along with the total number of hours you worked.

\*Type a 1-2 page summary of your job shadowing experience.

\*Include 8-10 pictures of what you did during your experience (use captions of what you are doing under each picture)

Credits per hours worked:

*175+ hours earned	1 credit
*174-123 hours earned	$\frac{3}{4}$ credit
*122-88 hours earned	$\frac{1}{2}$ credit
*87-44 hours earned	$\frac{1}{4}$ credit

## CO-OP

Students wanting to receive credit in CO-OP must complete the following requirements prior to graduation. Students must hold a job where they get paid.

- \*Keep a record of all hours worked.
- \*Keep a 3-ring notebook of the following:
  - \*A current resume.
  - \*Two job performances/evaluations from your supervisor, along with the total number of hours you worked (from August 1 to May 1).
  - \*Keep copies of your pay stubs.
  - \*Include 8-10 pictures of what you did during your experience (use captions of what you are doing under each picture).
  - \*1-page critique of your overall work experience (what you learned and the benefits of having a job and going to school at the same time)

Credits per hours worked:

*175+ hours earned	1 credit
*174-123 hours earned	$\frac{3}{4}$ credit
*122-88 hours earned	$\frac{1}{2}$ credit
*87-44 hours earned	$\frac{1}{4}$ credit

**Job Performance/Evaluation  
CO-OP**

Name of Student: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Please rate the following of the student's overall work experience:

1-Excellent    2-Good    3-Average    4-Poor    5-Unsatisfactory

- \_\_\_ Is punctual on arrival to work.
- \_\_\_ Displays a good attitude with other employees.
- \_\_\_ Displays a good attitude with supervisors.
- \_\_\_ Dresses appropriately.
- \_\_\_ Fills in when others are absent.
- \_\_\_ A good team player.
- \_\_\_ Works well with the others.
- \_\_\_ Displays a positive attitude with customers.
- \_\_\_ Organizational worker.
- \_\_\_ Shows respect to others.

Please answer the following questions.

What are some strengths you have examined of the employee?

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What are some weaknesses you have examined of the employee?

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Would you recommend this person to another place of employment?

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Students receive a grade for CO-OP. In your opinion, what grade would you give your employee? Why?

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Is there any other information you would like to give about the student/employee?

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