

Student Evaluation

Student _____

Instructor _____

FOUNDATION SKILLS	Performance Expectations	Not Acceptable (1)	Needs Development (2)	Proficient (3)	Exemplary (4)	Score
ATTENDANCE	Understanding class expectations for attendance and adhering to them.	Excessive absences consistently impact learning. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies instructor ahead of time prior to absence	100% attendance or missed one day.	
PUNCTUALITY	Understanding class expectations for punctuality. Arriving on time for class, taking and returning from breaks on time.	Excessive lateness consistently impacts class performance. Additional training is needed.	Inconsistent in arriving to class, returning from breaks on time.	Arrives to class and returns from breaks on time with rare exception.	Perfect or near perfect in arriving for class and returning from breaks on time.	
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes instructor feedback to improve performance	Quality of work often exceeds expectations. Consistently gives best effort.	
TAKING INITIATIVE	Participating fully in task or project from initiation to completion.	Reluctant to begin tasks without significant instructor intervention. Needs frequent reminders.	Inconsistently begins or remains on task. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently.	Consistently begins/remains on task until completion. Can work independently, and leads others.	
WORKPLACE SAFETY	Complying with health and safety rules.	Has not demonstrated understanding of shop safety.	Inconsistent in demonstrating understanding of safety rules.	Demonstrates understanding of safety rules.	Shows clear understanding of safety rules, and has led other students.	
MAINTAINING THE FACILITY	Understanding class expectations for maintaining the equipment and the facility.	Student did not clean machines or return tools when finished class.	Inconsistent in cleaning machines and returning all tools when finished class.	Demonstrates understanding of rules regarding cleaning assigned machine and returning tools	Student consistently cleans their area and more. Goes beyond.	

Student Signature _____

Date _____

Instructor Signature _____

Date _____