

# **Employer Guidebook to Work-based Learning**

**Ashley Segal**

**Cooperative Work Experience and Apprenticeship Coordinator**

**Telephone: (803) 981-7244**

**Fax: (803) 981-7193**

**E-mail: [asegal@yorktech.edu](mailto:asegal@yorktech.edu)**

**[www.yorktech.edu](http://www.yorktech.edu)**

## Table of Contents

What is Work-based Learning? .....	3
What are the types of Work-based Learning programs? .....	3
Why should employers participate in Work-based Learning?.....	5
What are the employer’s responsibilities? .....	5
What are the academic requirements for a student’s participation? .....	5
What about insurance coverage? .....	5
What is the employer’s obligation to the student?.....	6
What if the student does not perform satisfactorily? .....	6
Does Work-based Learning have to follow the start of a new semester?.....	6
What hours can the student work? .....	6
What is the process from start to finish?.....	6
What college majors are served by Work-based Learning? .....	8
Appendices.....	9
Appendix A—Application	
Appendix B—Information Release Authorization	
Appendix C—Employer Agreement	
Appendix D—Semester Learning Contract	
Appendix E—Employer Evaluation of Student	
Appendix F—Semester Learning Contract Evaluation	
Appendix G—Instructor Midterm Evaluation	
Appendix H—Employer Evaluation of Apprentice	

## What is Work-based Learning?

Work-based Learning integrates classroom study with hands-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment.

## What are the types of Work-based Learning programs?

- 1) **Internship:** “A one-on-one relationship to provide ‘hands-on’ learning in an area of student interest. A learning contract outlines the expectations of and responsibilities of both parties...” (Federal School-To-Work Opportunities Act of 1994); nonpaid, typically one semester

Examples: program practicum (ECD, NUR, RAD, MLT, SUR, DAT); technical college externship courses (TPT, DHG); business, computer, industrial and engineering technology and MOA workplace experiences (CWE)

- 2) **Cooperative Work Experience:** “A Work-based Learning experience which includes a set of defined competencies to be completed at a work site that is directly related to the occupational program of study....” (Federal School-To-Work Opportunities Act of 1994); paid, typically one semester

Examples: CWE courses

- 3) **Apprenticeships:** 2 types

Industry (Not federally registered): “A learning experience that...combines classroom instruction (school-based) with on-the-job learning (work-based)...that results in certification of mastery of work-based skills.” (Federal School-To-Work Opportunities Act of 1994); paid, typically several semesters

Example: Automotive experiences, Machine Tool experiences; CWE courses

Federally Registered Apprenticeship: “A work-based adult apprenticeship program that is registered with the Bureau of Apprenticeship Training....” (Federal School-To-Work Opportunities Act of 1994); paid, typically several semesters

Examples: Machine Tool experiences, Industrial Mechanics experiences

WORK-BASED LEARNING  
York Technical College  
1998-99

TYPE	COMPENSATION	LENGTH OF EXPERIENCE	COMPETENCIES	SUPERVISION	COORDINATOR	OUTCOME
<b>INTERNSHIP</b>						
<b>Required</b>	Nonpaid	Varies by department and type of experience	Determined by program requirements; variable structure	Primary: Faculty Secondary: Employer	Faculty or Coop/Apprenticeship Coordinator	Technical College Course Credit ( Program Prefix)
<b>Elective</b>	Nonpaid	80-600 hrs/semester	Determined by employer, program and student needs: variable structure	Primary: Employer Secondary: Faculty	Faculty or Coop/Apprenticeship Coordinator	Technical College Course Credit (CWE Prefix)
<b>COOPERATIVE WORK EXPERIENCE</b>	Paid	80-600 hrs/semester  Maximum: 25% credits applied toward graduation	Determined by employer, program and student needs: variable structure	Primary: Employer  Secondary: Faculty	Coop/Apprenticeship Coordinator	Technical College Course Credit (CWE)
<b>APPRENTICESHIPS</b>						
<b>Industry (Not federally registered)</b>	Paid	Theory: 144 hrs/yr. Minimum  Work experience: Minimum 1 year/2000 hrs  Maximum: 25% credits applied toward graduation	Determined by employer, program and student needs: highly structured	Co-Supervision: Employer and Faculty	Coop/Apprenticeship Coordinator	Theory: Technical College Course Credit (Program prefix)  Work experience: Technical College Course Credit (SWE or CWE)
<b>Federally Registered (U.S. Dept. of Labor)</b>	Paid	Theory: 144 hrs/yr. Minimum  Work experience: Minimum 1 year/2000 hrs  Maximum: Varies	Determined by employer, program and student needs: highly structured; meets USDL requirements	Co-Supervision: Employer and Faculty	Coop/Apprenticeship Coordinator	Federally Registered Apprenticeship

All models provide work-based experiences for students which supplement and/or substitute for traditional college classroom/laboratory experiences in specified programs. All work-based experiences require departmental approval.

## **Why should employers participate in Work-based Learning?**

- Provides a source of motivated qualified employees
- Allows more effective use of permanent employees
- Assists as an effective, low-cost recruitment tool
- Fosters a “grow your own” workforce concept
- Assists with lowered turnover rate because of trial employment period, should the student be considered for a permanent position
- Allows for a wide range of applicants
- Builds goodwill and increases visibility in the community

## **What are the employer’s responsibilities?**

- Provide meaningful employment related to the student’s field of study
- Assist in the development of learning objectives related to curriculum goals and job duties
- Provide the student with employment throughout the semester unless economic factors make that impractical or the student’s work proves to be unacceptable
- Provide proper supervision of the student’s work
- Facilitate faculty and Cooperative Work Experience and Apprenticeship Coordinator site visits and telephone conduct
- Complete the Employer Evaluation of Student form
- Support the Coordinator in counseling the student with regard to academic achievements or deficiencies, personal development, and career aspirations
- Promote the principle that Work-based Learning is an educational program; encourage completion of the student’s program of study
- Agree that full consideration will be given to all qualified applicants without regard to race, color, religion, sex, age, national origin, physical handicap, marital status, or economic resources
- Adhere to college timelines relative to work and school schedules; allow flexibility for student registration, exams, and graduation requirements
- Establish and abide by working hours, salary, and benefits agreed to by the student and employer

## **What are the academic requirements for a student’s participation?**

- A student must maintain at least a 2.5 grade point average.
- A student must complete at least twelve (12) credit hours of core courses at York Technical College.

## **What about insurance coverage?**

York Technical College provides insurance coverage for a student involved in school-related functions and sanctioned activities. The Student Accident Policy covers a student who is currently enrolled part time or full time at York Technical College.

A student working off campus in the internship program (nonpaid) may qualify for worker’s compensation through York Technical College. The student must be enrolled in a CWE (Cooperative Work Experience) course.

## **What is the employer's obligation to the student?**

Work-based Learning is an effective recruitment tool for the employer; however, there is no legal or moral obligation for the employer to make an offer of permanent employment after graduation.

Work-based Learning is also an effective placement tool for the student; however, the student is not obligated to accept an offer once the Work-based Learning period is complete.

## **What if the student does not perform satisfactorily?**

Counseling with the student and Coordinator is the first step. If the student does not improve within a reasonable time frame, termination of the student by the employer is justified.

## **Does Work-based Learning have to follow the start of a new semester?**

Work-based Learning is a flexible program. The program can begin at any point in the year.

## **What hours can the student work?**

The student must complete a minimum of 80 hours of work per credit attempted. The working schedule should meet the needs of both the employer and the student. The employer should allow for some flexibility with regard to exams and other college commitments. The student is expected to notify the employer in advance should a change be needed in that working schedule.

Work-based Learning can be accomplished under the following three formats:

Parallel—the student will work part time and attend classes part time or full time

Extended—the student will work full time and attend classes part time or full time

Alternating—the student will work full time and not attend classes for that semester

## **What is the process from start to finish?**

Work-based Learning can evolve from two routes:

- 1) The employer will list the opening with the Cooperative Work Experience and Apprenticeship Coordinator. The Coordinator will refer qualified candidates; the employer will interview and select from that pool of candidates. The selected student must be referred to the Coordinator before working on-site in order to process contracts and insurance coverage.
- 2) The employer may refer a current employee of the firm for participation in the Work-based Learning program. The participant will meet with the Coordinator to complete a Work-based Learning Application (see Appendix A) and Information Release Authorization (see Appendix B).

Cooperative Work Experience, Internship, and Industry Apprenticeship participants may register for CWE courses. Federally Registered Apprentices and Industry Apprentices may register for courses within the chosen field of study.

*The following procedures apply to Cooperative Work Experience, Internship, and Industry Apprenticeship participants who earn CWE credit:*

The employer and the student will sign the Work-based Learning Employer Agreement (see Appendix C).

The employer, the student, the Coordinator, and the Department Manager or appointed faculty member will agree upon learning objectives for that student to meet during a designated time period. All parties will sign the Semester Learning Contract (see Appendix D). The student must work a minimum of 80 hours per credit attempted. A student can earn a maximum of eight credits in one semester.

The employer will allow a minimum of two site visits by the Coordinator and faculty member, as well as telephone contact regarding the student's performance.

At the final visit, the employer will complete the Employer Evaluation of Student (see Appendix E) and rate the student's progress of the agreed upon learning objectives in the Semester Learning Contract Evaluation (see Appendix F). The employer, the Coordinator, and the faculty member will discuss a grade to be awarded to the student.

The following percentages will be tied to each assignment in order to determine the CWE grade:

Student Midterm Report	5%
Journal	20%
Student Evaluation	5%
Semester Learning Contract Evaluation	20%
Employer Evaluation	50%

The following scale will be the standard for all programs of study (except Surgical Technology):

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

The following scale will be the standard for Surgical Technology:

93-100	A
85-92	B
80-84	C
79 or below	F

The employer then has the option of hiring the student, terminating the Work-based Learning student, or extending the student's assignment.

With an assignment renewal, a new Employer Agreement will be signed. Also, a new Semester Learning Contract will be created. Once again, the student must register for a CWE course to maintain appropriate insurance coverage.

*The following procedures apply to Federally Registered Apprenticeship participants who do not earn CWE credit:*

The employer will coordinate the apprenticeship with the Department of Labor so the student will receive a Bureau of Apprenticeship and Training Certificate at the completion of the program. The employer will also work with York Technical College to choose a course of study for the student. The student should work closely with the faculty advisor to coordinate each semester's registration.

The student will meet with the Cooperative Work Experience and Apprenticeship Coordinator to complete a Work-based Learning Application and Information Release. With the student's written permission, the Coordinator will forward an Instructor Midterm Evaluation (see Appendix G) and transcript to the employer. The Coordinator will also make periodic checks with the employer regarding the student's progress. The employer will complete the Employer Evaluation of Apprentice (see Appendix H) at the end of each semester.

*The following procedures apply to Industry Apprenticeship participants who do not earn CWE credit:*

The same steps apply as with Federally Registered Apprenticeships, except the Department of Labor is not involved.

### **What college majors are served by Work-based Learning?**

- Accounting
- Computer Technology
- Digital Design
- Network Operations
- General Business
- Management
- Administrative Office Technology
- Legal Office
- Medical Office
- Paralegal
- Unit Secretary
- Patient Care Technician
- Medical Office Assisting
- Insurance and Coding
- Early Childhood Development
- HVAC
- Industrial Mechanics
- Machine Tool Technology
- Welding
- Industrial Electricity/Electronics
- Automotive Technology
- Building Construction Trades
- Environmental Science
- Computer Engineering Technology
- Electronics Engineering Technology
- Engineering Graphics Technology
- Mechanical Engineering Technology
- Other majors as requested

## **Appendices**

- A—Application
- B—Information Release Authorization
- C—Employer Agreement
- D—Semester Learning Contract
- E—Employer Evaluation of Student
- F—Semester Learning Contract Evaluation
- G—Instructor Midterm Evaluation
- H—Employer Evaluation of Apprentice

## YORK TECHNICAL COLLEGE Work-based Learning Application

<b>FOR OFFICE USE:</b> <input type="checkbox"/> COOPERATIVE WORK EXPERIENCE <input type="checkbox"/> INTERNSHIP <input type="checkbox"/> FEDERALLY REGISTERED APPRENTICESHIP <input type="checkbox"/> INDUSTRY APPRENTICESHIP
--

NAME:	DATE:
ID NUMBER:	HOME TELEPHONE NO:
STREET ADDRESS:	CELL PHONE NO:
(CITY, STATE, ZIP)	E-MAIL ADDRESS:

**EMPLOYMENT INFORMATION (Present Employer)**                       CHECK HERE IF UNEMPLOYED

JOB TITLE:	WORK TELEPHONE NO:
EMPLOYER:	SUPERVISOR'S NAME:
STREET ADDRESS:	DATE OF EMPLOYMENT:
(CITY, STATE, ZIP)	# HOURS WORKED PER WEEK:
PROVIDE BRIEF DESCRIPTION OF YOUR JOB:	

**WORK-BASED LEARNING INFORMATION**

PROGRAM OF STUDY:		CURRENT GPA:	
NUMBER OF ENROLLED HOURS: (NOT INCLUDING CWE HOURS)	NUMBER OF CUMULATIVE HOURS YOU HAVE EARNED AT YORK TECHNICAL COLLEGE:	NUMBER OF CURRICULUM HOURS:	NUMBER OF CWE HOURS EARNED IN THE PAST:
ATTENDANCE: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		WHAT SEMESTER WOULD YOU PREFER TO EARN CWE CREDIT?	
<input type="checkbox"/> DAY <input type="checkbox"/> EVENING <input type="checkbox"/> ONLINE		<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER    YEAR: _____	
TYPE OF WORK EXPERIENCE INTERESTED IN: <input type="checkbox"/> ALTERNATING (WORK FULL TIME/NO CLASSES THAT SEMESTER) <input type="checkbox"/> PARALLEL (WORK PART TIME/ATTEND CLASSES PART TIME OR FULL TIME) <input type="checkbox"/> EXTENDED DAY (WORK FULL TIME/ATTEND CLASSES PART TIME)			
CHECK THE DAYS YOU WOULD BE AVAILABLE TO WORK: <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY			
LIST THE HOURS YOU WOULD BE AVAILABLE TO WORK:			
WHAT GEOGRAPHICAL LOCATIONS WOULD YOU PREFER? <input type="checkbox"/> YORK COUNTY <input type="checkbox"/> LANCASTER COUNTY <input type="checkbox"/> CHESTER COUNTY <input type="checkbox"/> MECKLENBURG COUNTY <input type="checkbox"/> OTHER _____			

I affirm that the above information is correct: \_\_\_\_\_

Student Signature

\_\_\_\_\_  
Faculty/Advisor Signature

\_\_\_\_\_  
Coordinator Signature

## Work-based Learning Information Release Authorization

In accordance with Federal Regulations, York Technical College must have your written authorization to release the contents of your file. It will be necessary for you to complete the form below so that information may be transmitted to employers upon their request and in accordance with your directions.

I, \_\_\_\_\_, do hereby authorize York Technical College to make the following information available to Work-based Learning employers.

Check the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Resume                      | <input type="checkbox"/> Student Health Form       |
| <input type="checkbox"/> Instructor Release Form     | <input type="checkbox"/> Criminal Background Check |
| <input type="checkbox"/> Transcript                  |  |
| <input type="checkbox"/> Instructor Progress Reports |  |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **What is Work-based Learning?**

Work-based learning is a structured academic program that enhances a student's education through integration of academic study and related hands-on experience.

- **What are the requirements for participation in Work-based Learning?**

Employers look for a student who demonstrates the ability to complete tasks, display initiative, and use critical thinking skills. They expect the student to be dependable, honest, and have integrity. The student is expected to have good communication skills in addition to academic excellence. Above all, the student should be able to get along with others. Credit students must have successfully completed twelve (12) credit hours in the curriculum program at York Technical College and earned at least a 2.5 GPA in the curriculum program. Continuing Education students must have completed the entire program of study.

- **What kind of grade will the student receive?**

The traditional grading system applies to work-based learning just as it does in any curriculum course. Students may receive CWE course credit in the cooperative work experience and internship programs. The grade will be based on the achievement of one objective for each credit hour earned, timely completion of all required paperwork, and an evaluation from the worksite supervisor.

- **What are the types of Work-based Learning plans?**

**Alternating:** Student will work full time and not attend classes for that semester.

**Parallel:** Student will work part time and attend classes part time or full time.

**Extended Day:** Student will work full time and attend class part time.

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Employer Agreement**

Student \_\_\_\_\_

Date \_\_\_\_\_

Company \_\_\_\_\_

The College will provide the student with instruction and training to gain the skills of the chosen field of study.

The student agrees to perform diligently as an employee of the firm during the periods of on-the-job training to capitalize on every opportunity to improve in efficiency, knowledge, and personal traits.

The firm agrees to employ the student and to provide the student with opportunities to work and learn in those areas that complement instruction and training at the College. The work will be consistent with the student's agreed upon learning objectives.

Beginning wage will be \$\_\_\_\_\_ per hour for \_\_\_\_\_ hours per week.

This training period will be from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Co-op and Apprenticeship Coordinator's Signature

This agreement is voluntary and may be terminated at the discretion of the employer and/or the College. There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, sexual orientation, veteran status, disability or other legally protected classification in either the selection of students, or as to any aspect of training; however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the program.

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Semester Learning Contract**

**Student Name:**

**Job Title:**

**Company Name:**

**Telephone Number:**

**Contact:**

**Job Description:**

---

**Learning Objective #1**

**Learning Objective # 2**

**Learning Objective # 3**

**Learning Objective # 4**

**Learning Objective # 5**

**Learning Objective # 6**

**Learning Objective # 7**

**Learning Objective # 8**

---

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-op Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Employer Evaluation of Student**

NAME	ID NUMBER	EMPLOYER
TRAINING PERIOD	COURSE #	PROGRAM

**INSTRUCTIONS:** The immediate supervisor should objectively evaluate the student's general work habits as compared to company standards and guidelines for trainees or entry-level personnel. The student's grade from the employer will be calculated from a total of points received in the categories below. This evaluation is only part of the overall grade the student will receive. **Please use the scale below.**

1 – Unsatisfactory	2 – Poor	3 – Adequate	4 – Good	5 – Excellent
PERFORMANCE CHARACTERISTICS				Rating
Attendance				
Punctuality				
Attitude				
Ability to learn				
Interest in learning				
Personal appearance and grooming				
Enthusiasm				
Courtesy				
Willingness to receive guidance				
Ability to work without supervision when appropriate				
Speed of completing responsibilities				
Maturity: responds to the circumstances or environment in an appropriate manner				
Relations with Others: works effectively and cooperatively with others to achieve organizational goals				
Communication Ability: presents clear and accurate information both verbally and written				
Reliability: consistently delivers what is required within deadlines and instructions				
Dependability: meets work schedules and fulfills job responsibilities and commitments				
Quality of Work: neatly, thoroughly, and accurately completes assignments with minimal errors				
Initiative: starts assignments without prompting and independently contributes ideas				
Judgment: reasons, compares, understands, and thinks rationally				
Overall Performance				

**Total Points:** \_\_\_\_\_

**PERFORMANCE COMMENTS:**

1. What characteristics do you consider to be this student's greatest assets?
2. List areas of improvement for this student.
3. Please comment on other skills, such as listening, critical thinking, technical competency, safety, leadership, adaptability, etc.
4. Based on this internship or co-op, is this student the type of individual you would want to hire permanently?  
 Yes\_\_\_\_\_ No\_\_\_

<b>This report has been discussed with the student.</b> Yes or No	<b>Supervisor's Signature</b>	<b>Date</b>
---	-------------------------------	-------------

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Semester Learning Contract Evaluation**

**Student:** Your supervisor will rate the progress you have made on your previously agreed upon objective(s). Document how you met each learning objective as well as how your work is measured.

**Supervisor:** This evaluation will indicate how well the student achieved previously agreed upon objectives. Rate as follows:

- 0—No opportunity to assess progress
- 1—No significant progress toward objective
- 2—Made progress toward objective
- 3—Fully accomplished objective

**Student Name:**

**Job Title:**

**Company Name:**

**Telephone Number:**

**Contact:**

**Job Description:**



**Learning Objective #1**

**Rating**

---



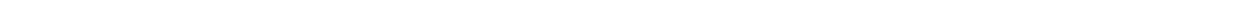
---

**How?** \_\_\_\_\_

---

**Evaluated How?** \_\_\_\_\_

---



**Learning Objective #2**

**Rating**

---



---

**How?** \_\_\_\_\_

---

**Evaluated How?** \_\_\_\_\_

---

**Learning Objective #3**

**Rating**

---

---

**How?**

---

---

**Evaluated How?**

---

---

**Learning Objective #4**

**Rating**

---

---

**How?**

---

---

**Evaluated How?**

---

---

**Learning Objective #5**

**Rating**

---

---

**How?**

---

---

**Evaluated How?**

---

---

**Rating**

**Learning Objective #6**

---

---

**How?**

---

---

**Evaluated How?**

---

---

**Rating**

**Learning Objective #7**

---

---

**How?**

---

---

**Evaluated How?**

---

---

**Rating**

**Learning Objective #8**

---

---

**How?**

---

---

**Evaluated How?**

---

---

---

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-op Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Instructor Midterm Evaluation**

\_\_\_\_\_ has authorized York Technical College to make this information available to the Apprenticeship Employer, \_\_\_\_\_. This student's Information Release Form is housed in the Cooperative Work Experience and Apprenticeship Office.

Please rate the student's performance using the following scale:

1-Poor 2-Fair 3-Good 4-Very Good 5-Excellent

Attitude	1	2	3	4	5
Ability to Learn	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Quality of Work	1	2	3	4	5
Relations with Others	1	2	3	4	5
Maturity	1	2	3	4	5
Quantity of Work	1	2	3	4	5
Judgment	1	2	3	4	5

Please include any homework, classwork, or test grades to date:

Additional comments:

---

---

---

Course Title \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Employer Evaluation of Apprentice**

Student Name \_\_\_\_\_ Company Name \_\_\_\_\_

Rate apprentice's performance with the following scale:

1-Poor 2-Fair 3-Good 4-Very Good 5-Excellent

Reports promptly/good attendance	1	2	3	4	5
Demonstrates initiative	1	2	3	4	5
Demonstrates interest and enthusiasm	1	2	3	4	5
Demonstrates honesty and integrity	1	2	3	4	5
Quality of work	1	2	3	4	5
Quantity of work	1	2	3	4	5
Maintains a positive attitude	1	2	3	4	5
Cooperates with supervisor/coworkers	1	2	3	4	5
Complies with company policies	1	2	3	4	5
Follows proper chain of command	1	2	3	4	5
Appearance and grooming	1	2	3	4	5
Uses feedback to improve	1	2	3	4	5

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_