



Sample Reports from



... designed to facilitate
management of work-based
learning experiences



A Consortium For Innovative Career and
Workforce Development Resources

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Markham High School

Student / Learner Information

Shellie S Hattaway 425 Creekview Drive Stone Mountain GA 65656	Home Phone	Emergency Phone	
	770-292-9266	404-679-4501	
	Date of Birth	Age	Grade
	07/04/1995	11	10
	Social Security Number		
	111-11-1111		

Employer Information

Organization			Contact Name		
McCall & Daughters Welding Company			Carla McCall McConnell		
Address			Contact Phone		Fax
668 Hull Rd.			804-989-0223		804-989-0223
City	State	ZIP	Supervisor		
Ashland	US	20045	Caroline McCall Jameson		
Phone	Fax		Supervisor Phone		Fax
804-989-0223	804-989-0222		804-989-0223		804-989-0223

Employment Information

Job Title	Date Employment Begins	Pay Rate
Flower Bed Preparer Assistant	01/03/2007	9.50
Training Plan: (the duties & tasks listed in the training plan are part of this agreement)	Date Employment Ends	

School Information

Coordinator	Phone Number	Fax Number
Fran D Black	555-234-6767	555-234-8135
Teacher	Phone Number	Fax Number
Fran D Black	555-234-6767	555-234-8135
Cluster	Comments	
Agricultural and Natural Resources		

The Agreement

The memorandum of training between the above-mentioned student and the employer will serve as a plan of operation under the cooperative part-time arrangement, and it will outline the conditions under which the effective and mutually valuable training may be accomplished. It will be considered complete when the employer and the teacher-coordinator have outlined both on-the-job training and related instruction to be followed by the student-trainee.

Both the employer and the teacher-coordinator agree to the following:

1. That the work of the student-trainee in the occupations declared particularly hazardous shall be incidental to the training.
2. That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.
3. That safety instruction shall be given by the school and correlated by the employer with on-the-job training.
4. That a schedule of organized and progressive work processes to be performed on the job shall have been prepared and are attached.

Lee Technical Center

Training Plan for Hattaway, Shellie S

Job Title: Flower Bed Preparer Assistant

Cluster: Agricultural and Natural Resources

Organization / Company: McCall & Daughters Welding Company

School: Markham High School

A PREPARING SOIL AND GROWING MEDIA

- 001 Collect soil samples.
- 002 Mix growing media.
- 003 Alter pH of growing media.
- 004 Incorporate fertilizer into growing media.
- 005 Incorporate compost.
- 006 Perform soil erosion control practices.

B COMMUNICATING ON THE JOB

- 001 Communicate orally with others.
- 002 Interpret the use of body language.
- 003 Follow verbal directions.

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Progress Report

Student:	Hattaway, Shellie S	Training Template:	Cooperative Education
Organization / Company:	McCall & Daughters Welding Company	Job Title:	Flower Bed Preparer Assistant

<u>Task Description</u>	<u>Work</u>	<u>School</u>	<u>Rating</u>	<u>Notes</u>	<u>Time On Task</u>	<u>Competent?</u>
PREPARING SOIL AND GROWING MEDIA	Y	Y				N
Collect soil samples.	Y	N	2			N
Mix growing media.	Y	Y	4	Excellent		Y
Alter pH of growing media.	Y	N				N
Incorporate fertilizer into growing media.	Y	N	3			Y
Incorporate compost.	Y	N	4			Y
Perform soil erosion control practices.	Y	Y	1			N
COMMUNICATING ON THE JOB	Y	Y	2			N
Communicate orally with others.	Y	Y	3			Y
Interpret the use of body language.	Y	Y	3			N
Follow verbal directions.	Y	Y	2	Needs more work		N

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Certificate of Achievement

This certificate is awarded to **Hattaway, Shellie S** on **05/11/2007**
in recognition of completing coursework in the area of **Flower Bed Preparer Assistant**
and is capable of performing the following duties and tasks:

- Mix growing media.
- Incorporate fertilizer into growing media.
- Incorporate compost.
- Communicate orally with others.

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Student Information Report

Student

Hattaway, Shellie S
425 Creekview Drive
Stone Mountain GA 65656
770-292-9266

shellie@x.com

Emergency Phone

Entered 01/12/2005
Last Upd 05/16/2005
Dob 07/04/1995

404-679-4501

District / Agency
Markham High School
335 Highland Avenue
Carrollton US 45678
555-678-5623
555-678-4545
info@markham.edu

Career Cluster

Agricultural and Natural Resources

Private Comment

Sheds a lot.

Public Comment

SC 1/7/07
OSJ 1/17/07
EC 1/17/07
SEC 1/3/07
PC 1/26/07

Question Catalogs

Custom Question Catalogs

10th Grade Exit Exam

Yes

Do you have a dog?

NO

Passed GED?

YES

Employer

McCall & Daughters Welding
Contact McCall McConnell, Carla
Supervisor McCall Jameson,

Female Multi-Race

Cooperative Education

Flower Bed Preparer Assistant

Parent / Guardian Hattaway, Brenda

425 Creekview Dr
Stone Mountain, GA 65656
770-292-9266

**Lee Technical Center
Work/ Wage Report**

McCall & Daughters Welding Company
668 Hull Rd.
Ashland US 20045

Andrew T Mitchell

Paydate	# Hours	\$/Hour	Total \$	Start date	End date	Work Wage Type	Comment
04/30/2006	33.00	11.00	363.00	04/10/2006	04/30/2006	Part Time	
05/30/2006	23.00	11.00	253.00	05/02/2006	05/30/2006	Part Time	
Totals	56.00		\$616.00				

Shellie S Hattaway

Pay date	# Hours	\$/Hour	Total \$	Start date	End date	Work Wage Type	Comment
04/07/2007	36.75	7.50	275.63	04/03/2007	04/07/2007	Co-op Program	
04/14/2007	49.00	7.50	367.50	04/10/2007	04/14/2007	Co-op Program	
04/21/2007	45.00	7.50	337.50	04/17/2007	04/21/2007	Co-op Program	
04/27/2007	35.00	8.50	297.50	04/24/2007	04/28/2007	Co-op Program	Got a raise!
Totals	165.75		\$1,278.13				

Grand Totals (Hours): 221.75

Grand Totals (Total \$): \$1,894.13

Lee Technical Center Trainee Evaluation Form

TRAINEE Shellie S Hattaway

COMPLETION DEADLINE 05/31/2007

EMPLOYED BY McCall & Daughters Welding Company

SUPERVISOR Caroline McCall Jameson

TERM 2005

COORDINATOR Fran D Black

PHONE NO. _____

Please indicate, on the scale from one to ten, your estimate of the trainee in each area. Omit any trait that does not apply or cannot be properly evaluated at this time. It is suggested that you take time to discuss the evaluation with the trainee after it is complete.

PERFORMANCE ON THE JOB:

Quality of Work

10	Very accurate and thorough
9	
8	Careful, rarely inadequate
7	
6	Usually accurate
5	
4	Careless
3	
2	Makes many errors
1	

Speed

10	Very fast
9	
8	Fast
7	
6	Average
5	
4	Slow
3	
2	Very slow
1	

Care of Working Area

10	Very clean and order
9	
8	Keeps area clean
7	
6	Average
5	
4	Careless
3	
2	Very untidy
1	

Job Learning

10	Learns exceptionally well
9	
8	Learns with ease
7	
6	Learns adequately
5	
4	Learns with difficulty
3	
2	Little or no learning
1	

Use of Working Time

10	Very busy
9	
8	Busy
7	
6	Average
5	
4	Average
3	
2	Needs to Improve
1	

Initiative

10	Self-Motivated
9	
8	Needs little direction
7	
6	Performs as instructed
5	
4	Not a self-starter
3	
2	Must always be told what to do
1	

Use of Job Materials

10	Very careful
9	
8	Above average
7	
6	Acceptable
5	
4	Careless
3	
2	Wasteful
1	

Attendance

10	Always prompt and present when scheduled
9	
8	Seldom off - valid reason only
7	
6	Absent occasionally
5	
4	Above average
3	
2	Excessive absences
1	

ATTITUDES TOWARD WORK:

Attitude Toward Fellow Workers

10	Very cooperative and friendly
9	
8	Cooperative and friendly
7	
6	Cooperative
5	
4	Has a negative attitude
3	
2	Unable to get along
1	

Attitude Toward Superiors

10	Very respectful, helpful, accepts criticism
9	
8	Respectful, helpful, accepts criticism
7	
6	Average
5	
4	Does not accept criticism
3	
2	Disrespectful
1	

Customer Contact

10	Very courteous
9	
8	Pleasant and helpful
7	
6	Average
5	
4	Needs Improvement
3	
2	Discourteous
1	

Enthusiasm

10	Very eager to learn
9	
8	Enjoys work
7	
6	Average
5	
4	Shows little interest in job
3	
2	Does not seem to like work
1	

Responsibility

10	Accepts readily and handles well
9	
8	Accepts willingly
7	
6	Accepts
5	
4	Needs to improve
3	
2	Unsatisfactory
1	

Dress and Grooming

10	Always good
9	
8	Most often good
7	
6	Occasionally poor
5	
4	Often poor and inappropriate
3	
2	Always inappropriate
1	

COMMENTS:

Signed _____

Attendance / Time Form

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Note to Employer: Students enrolled in an approved work-based program can earn High School Credit. State guidelines require that a record of student's attendance on the job be maintained by the school.

It is the student's responsibility to complete and return this form to the school.

Employers must verify the student's work hours.

Name Shellie S Hattaway	Program Flower Bed Preparer	Session 2007
Employer McCall & Daughters Welding Company	Supervisor Caroline McCall Jameson	Report Period From: 5/07/2007 To: 5/18/2007

- Instructions to student
1. Complete all sections
 2. Codes for Total Hours
A = Absent (no call) C = Absent (called in) X = Not schedule
 3. This report must be returned to the coordinator within two weeks of the last work date.

	DATE	IN	OUT	IN	OUT	TOTAL HOURS	TASKS PERFORMED
Sunday							
Monday	05/07/2007						
Tuesday	05/08/2007						
Wednesday	05/09/2007						
Thursday	05/10/2007						
Friday	05/11/2007						
Saturday	05/12/2007						

Total _____

	DATE	IN	OUT	IN	OUT	TOTAL HOURS	TASKS PERFORMED
Sunday	05/013/2007						
Monday	05/014/2007						
Tuesday	05/15/2007						
Wednesday	05/16/2007						
Thursday	05/17/2007						
Friday	05/18/2007						
Saturday							

Total _____

I verify that I have worked the above started hours, times, and dates.

Student Signature: _____	Date: _____
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As the Supervisor, I verify that this student has worked the above started hours.

Supervisor Signature: _____	Title: _____	Date: _____
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Please return to: Markham High School
335 Highland Avenue
Carrollton US 45678
Telephone: 555-678-5623
FAX: 555-678-4545

The student's work performance for this pay period is:

___ Exceptional
___ Satisfactory
___ Unsatisfactory, [] please call.

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2007 Student by School: Markham High School

Student	Grade	Age	Organization / Company	Supervisor	Training Agreement
Hattaway, Shellie S 425 Creekview Drive Stone Mountain GA 65656 770-292-9266	10	11	McCall & Daughters Welding Company 668 Hull Rd. Ashland US 20045 804-989-0223	Caroline McCall Jameson	Job Shadowing
Johnson, Diego 190-2 Larchdale Rd Laurel MD 20705 301-555-1212	12	19	White Oak Electronics 334 Druid Hills Rd. Ashland US 20033 555-556-3434	Blake Nelmsley	Apprenticeship
Mitchell, Andrew T 54 Fourth St Ashland US 44646 444-444-5555	11	16	McCall & Daughters Welding Company 668 Hull Rd. Ashland US 20045 804-989-0223	Susan McCall Spinelli	Career Internship
Wright, Donna D 1529 Castle Cove Ashland US 30058 555-555-4433	12	17	White Oak Electronics 334 Druid Hills Rd. Ashland US 20033 555-556-3434	Scott Newsome	Cooperative Education

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LIST OF STUDENTS AND JOB SITES *(with Wage/Hour Data)*

Coordinator: Fran D Black

School: Markham High School

Cluster: Agricultural and Natural Resources

Student Name	Work Site	Start Date	Wages	Hours
Hattaway Shellie S	McCall & Daughters Welding Company	1/3/2007	\$297.50	35
Hattaway Shellie S	McCall & Daughters Welding Company	1/3/2007	\$337.50	45
Hattaway Shellie S	McCall & Daughters Welding Company	1/3/2007	\$367.50	49
Hattaway Shellie S	McCall & Daughters Welding Company	1/3/2007	\$275.63	36.75
			\$1,278.13	165.75
Johnson Diego	White Oak Electronics	1/4/2007	\$48.75	5
Johnson Diego	White Oak Electronics	1/4/2007	\$200.00	20
			\$248.75	25
Mitchell Andrew T	McCall & Daughters Welding Company	1/4/2007	\$253.00	23
Mitchell Andrew T	McCall & Daughters Welding Company	1/4/2007	\$363.00	33
			\$616.00	56
Wright Donna D	White Oak Electronics	1/3/2007	\$323.64	36
			\$323.64	36
Grand Totals:			\$2,466.52	282.75

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**REPORT OF STUDENT EMPLOYMENT AND COORDINATION
MONTH JANUARY, 2005**

Coordinator: Fran D Black

School: Markham High School

Program Area: Agricultural and Natural Resources

Student Name	Employer	\$ Hourly Rate	Hours to Date
Hattaway Shellie S	McCall & Daughters Welding Company	\$8.50	35
Hattaway Shellie S	McCall & Daughters Welding Company	\$7.50	45
Hattaway Shellie S	McCall & Daughters Welding Company	\$7.50	36.75

Dates of Coordination Activity:

SC 1/7/07
OSJ 1/17/07
EC 1/17/07
SEC 1/3/07
PC 1/26/07

Johnson Diego	White Oak Electronics	\$9.75	5
Johnson Diego	White Oak Electronics	\$10.00	20

Dates of Coordination Activity:

SC 1/10/07
OSJ 1/17/07
EC 1/11/07
SEC 1/13/07
PC 1/24/07

Wright Donna D	White Oak Electronics	\$8.99	36
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Dates of Coordination Activity:

SC 11/6/06
OSJ 11/27/06
EC 11/30/06
SEC 12/16/06
PC 12/30/06

SC STUDENT CONFERENCE SEC STUDENT/EMPLOYER CONFERENCE
OSJ OBSERVE STUDENT ON JOB PC PARENT CONFERENCE
EC EMPLOYER CONFERENCE

Lee Technical Center
Organization / Company Master List

Bits, Bytes & Bailing Wire

334 Druid Hills Rd.
Ashland US 20033
Phone 555-556-3434
Fax: 555-223-2323
Email: bbbw@wire.com

Contact: Burlow, Edwina J
Supervisor: Nelmsley, Blanche

Students

Johnson, Diego

Apprenticeship

McCall & Daughters Welding Company

668 Hull Rd.

Ashland US 20045
Phone 804-989-0223
Fax: 804-989-0222
Email: info@mcweld.com

Contact: McCall, Daniel
Supervisor: McCall Jameson, Caroline
McCall Spinelli, Susan

Students

Hattaway, Shellie S
Mitchell, Andrew T

Cooperative Education
Career Internship

White Oak Electronics

334 Druid Hills Rd.
Ashland US 20033
Phone 555-556-3434
Fax: 555-223-2323
Email: info@whiteoak.com

Contact: Burlow, Edgar J
Supervisor: Newsome, Scott

Students

Wright, Donna D

Cooperative Education

Task List

Workplace Skills *(Complete List)*

<p>DEVELOPING AN EMPLOYMENT PLAN</p> <ul style="list-style-type: none"> Match interests to employment area. Match aptitudes to employment area. Identify short term work goals. Match attitudes to job area. Match personality type to job area. Match physical capabilities to job area. Identify career information from counseling sources. Demonstrate a drug-free status. <p>SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES</p> <ul style="list-style-type: none"> Locate employment opportunities. Identify job requirements. Locate resources for finding employment. Prepare a resume. Prepare for job interview. Identify conditions for employment. Evaluate job opportunities. Identify steps in applying for a job. Write job application letter. Write interview follow-up letter. Complete job application form. Identify attire for job interview. <p>ACCEPTING EMPLOYMENT</p> <ul style="list-style-type: none"> Apply for social security number. Complete state and federal tax forms. Accept or reject employment offer. Complete Employee's Withholding Allowance Certificate Form W-4. <p>COMMUNICATING ON THE JOB</p> <ul style="list-style-type: none"> Communicate orally with others. Use telephone etiquette. Interpret the use of body language. Prepare written communication. Follow written directions. Ask questions about task. <p>INTERPRETING THE ECONOMICS OF WORK</p> <ul style="list-style-type: none"> Identify the role of business in the economic system. Describe responsibilities of employee. Describe responsibilities of employer or management. Investigate opportunities and options for business ownership. Assess entrepreneurship skills. <p>MAINTAINING PROFESSIONALISM</p> <ul style="list-style-type: none"> Participate in employment orientation. Assess business image, products and/or services. Identify positive behavior. Identify company dress and appearance standards. Participate in meetings. Identify work-related terminology. Identify how to treat people with respect. <p>ADAPTING AND COPING CHANGE</p> <ul style="list-style-type: none"> Identify elements of job transition. Formulate transition plan. Identify implementation procedures for a transition plan. 	<ul style="list-style-type: none"> Evaluate the transition plan. Exhibit ability to handle stress. Recognize need to change or quit a job. Write a letter of resignation. <p>SOLVING PROBLEMS AND CRITICAL THINKING</p> <ul style="list-style-type: none"> Identify the problem. Clarify purposes and goals. Identify solutions to a problem and their impact. Employ reasoning skills. Evaluate options. Set priorities. Select and implement a solution to a problem. Evaluate results of implemented option. Organize workloads. Access employer and employee responsibility in solving a problem. <p>MAINTAINING SAFE AND HEALTHY WORK ENVIRONMENT</p> <ul style="list-style-type: none"> Identify safety and health rules/procedures. Demonstrate the knowledge of equipment in the work place. Identify conservation and environmental practices and policies. Act during emergencies. Maintain work area. Identify hazardous substances in the work place. <p>DEMONSTRATING WORK ETHICS AND BEHAVIOR</p> <ul style="list-style-type: none"> Identify established rules, regulations and policies. Practice cost effectiveness. Practice time management. Assume responsibility for decisions and actions. Exhibit pride. Display initiative. Display assertiveness. Demonstrate a willingness to learn. Identify the value of maintaining regular attendance. Apply ethical reasoning. <p>DEMONSTRATING TECHNOLOGICAL LITERACY</p> <ul style="list-style-type: none"> Demonstrate basic keyboarding skills. Demonstrate basic knowledge of computing. Recognize impact of technological changes on tasks and people. <p>MAINTAINING INTERPERSONAL RELATIONSHIPS</p> <ul style="list-style-type: none"> Value individual diversity. Respond to praise or criticism. Provide constructive praise or criticism. Channel and control emotional reactions. Resolve conflicts. Display a positive attitude. Identify and react to sexual intimidation/ harassment. <p>DEMONSTRATING TEAM WORK</p> <ul style="list-style-type: none"> Identify style of leadership used in team work. Match team member skills and group activity. Work with team members. Complete a team task. Evaluate outcomes.
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Task List

Ornamental Horticulture Production Occupations (*Excerpt from Task List*)

<p>PREPARING SOIL AND GROWING MEDIA</p> <ul style="list-style-type: none">Collect soil samples.Test soil sample.Pasteurize growing media.Sterilize media with chemical soil sterilant.Mix growing media.Alter pH of growing media.Prepare compost pile.Calculate fertilizer requirements.Incorporate fertilizer into growing media.Prepare mulch beds for storage of plant materials.Haul topsoil.Spread topsoil to establish a grade.Incorporate compost.Perform soil erosion control practices.Prepare seedbed.Aerate sod.Top dress lawn. <p>GROWING PLANTS</p> <ul style="list-style-type: none">Irrigate field grown plants.Irrigate container grown plants.Prune plants.Shear plants.Pot plants.Transplant trees and shrubs.Lay barrier.Plant cover crops.Apply mulch to a planting bed.Label plants.Disbud plants.Stake plants.Pinch plants.Perform simple plant tissue test.Interpret simple plant tissue test.Calculate liquid fertilizer concentrations.Prepare fertilizer solution.Fertilizer plants.Inspect crops for pests.Identify insects for insect control.Identify diseases for disease control.Identify weeds for weed control.Spray plants for pest control.	<ul style="list-style-type: none">Calculate pesticide concentrations.Drench plants for pest/environmental control.Fumigate plants for pest control.Apply granular pesticides.Control pests biologically.Control pests mechanically.Establish plant spacing.Regulate growing structure temperature.Regulate growing structure humidity.Control growing structure light intensity.Regulate plants photoperiod.Remove dead trees and shrubs.Treat plant wounds.Mow turf grass.Roll sod.Renovate turf.Reseed worn spots on turf.Regulate carbon dioxide in a greenhouse.Apply growth regulator to crops.Plant bulbs, corms, tubers, and tuberous roots.Plant grass stolons, sprigs, and plugs. <p>HARVESTING PLANTS</p> <ul style="list-style-type: none">Collect seeds.Clean seeds.Package seeds.Store seeds.Collect plant materials.Store plant materials.Dig bareroot trees and shrubs.Ball trees and shrubs.Bundle plant materials.Prepare plant materials for shipment.Grade plant materials.Cut flowers.Cut sod.Condition plant materials.
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