Record of Supervised Practical Experience

AG-259 A, B, C, & D

Work Experience

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Modesto Junior College

School of Agriculture

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# Agricultural Supervised Practical Experience/InternshipGrading and Determination of Units

*The following information is to be used in the grading and unit evaluation for the work experience program.*

## Supervised Practice - AG-259 A-D

 To complete each course, students must meet the following requirements:

* Signatures of Employer Where Required
* Report on Employee’s Performance
* On site visit by MJC Agriculture Instructor
* Complete Work Experience Book

For work experience that is **PAID the following hour requirements apply:**

**1 unit**: Minimum 75 hours of vocational Work Experience

 **2 units**: Minimum 150 hours of vocational Work Experience

 **3 units:** Minimum of 225 hours of vocational Work Experience

 **4 units:** Minimum of 300 hours of vocational Work Experience

For work experience that is **UNPAID the following hour requirements apply:**

**1 unit**: Minimum 60 hours of vocational Work Experience

 **2 units**: Minimum 120 hours of vocational Work Experience

 **3 units**: Minimum of 180 hours of vocational Work Experience

 **4 units**: Minimum of 240 hours of vocational Work Experience

## Closing Out Procedure

|  |  |
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| **Activity** | **Completed** |
| 1. Personal History & Appraisal
 |[ ]
| 1. Are you ready for work? Self-Assessment
 |[ ]
| 1. Occupational Goals developed and signed by Employer/Supervisor
 |[ ]
| 1. Skill Documentation
 |[ ]
| 1. Work Documentation
 |[ ]
| 1. Employer’s/Supervisor’s evaluation complete and Signed
 |[ ]
| 1. Skills summary sheet of the work experience documentation
 |[ ]
| 1. Employer’s/Supervisor report on Employee’s Performance Complete and Signed
 |[ ]
| 1. Skills summary sheet of the of the work experience documentation
 |[ ]
| 1. Work Experience Narrative Summary
 |[ ]
| 1. Work Experience Book Turned in ON TIME at designated time
 |[ ]
| 1. Supervision visit Complete
 |[ ]

***\*No record book is a failing grade—not an incomplete***

# Personal History and Appraisal

Much as a cover letter will introduce you to a perspective employee, your personal biography below will give your instructor, as well as your workplace, information about your background and work skill potential. Please use this space to give a brief, yet complete, overview of your educational, personal, & work place experience. (**This box will expand as you write your Personal History.)**

Click or tap here to enter text.

# Instructions for Work Experience (AG-259A-D)

 **Consult with work experience advisor during first or second week of semester.**

1. Discuss your work experience program.
2. Confirm that you are officially enrolled in the class.
3. Confirm the number of Units enrolled in Work Experience.
4. Confirm book due dates for grading and supervision appointments.

 **Record book to be submitted to advisor on following dates:**

Mid-term check/Site visit: Click or tap here to enter text.

Final evaluation: Click or tap here to enter text.

 **Student to complete this section before submitting record book for final evaluation and grade.**

1. Long-term goal: Click or tap here to enter text.
2. Type of work performed: Click or tap here to enter text.
3. Hours worked: Click or tap here to enter text.
4. Hours related to goal: Click or tap here to enter text.

# Are you ready for work?A Self-Assessment Checklist: Skill Documentation

The following skills are from the United States Secretary of Education Commission on Acquiring Necessary Skills Report and have been determined what employers are looking for in an employee.

Please complete the employment skill inventory on the following pages and determine your readiness to enter the workforce.

Through this activity you will be able to assess:

1. *Which skills you already have?*
2. *Which skills you need to work on?*
* *Where can you learn the skills you are lacking?*

\*As you read through the following list, please mark wither you do or do not have the skill listed. If you do not have the skill you are required to write a brief (3 to 4 sentences) summary on how you plan to obtain or work towards that particular skill during your semester in work experience.

## Skill Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| **I have this skill** | **I don’t have this skill** | **Skills Employers Want** | **Plan of Action** |
|  |  | **Basic Skills:** Read, write, perform arithmetic and mathematical operation, listen and speak. |  |
|[ ] [ ]  1. *Reading* - locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules. | Click or tap here to enter text. |
|[ ] [ ]  2. *Writing* - communicate thoughts, ideas, information, and messages in writing; and create documents such as letters, directions, manuals, reports, graphs, and flow charts. | Click or tap here to enter text. |
|[ ] [ ]  3. *Arithmetic/Mathematics -* perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques. | Click or tap here to enter text. |
|[ ] [ ]  4. *Listening* - receive, attend to, interpret, and respond to verbal messages and other cues. | Click or tap here to enter text. |
|[ ] [ ]  5. *Speaking* - organize ideas and communicate orally. | Click or tap here to enter text. |
|  |  | **Thinking Skills:** Think creatively, make decisions, solve problems, visualize, know how to learn, and reason. |  |
|[ ] [ ]  6. *Creative Thinking ­*- generate new ideas. | Click or tap here to enter text. |
|[ ] [ ]  7. *Decision Making* - specify goals and constraints, generate alternatives, consider risks, and evaluate and choose best alternative. | Click or tap here to enter text. |
|[ ] [ ]  8. *Problem Solving* - recognize problems and devise and implement plan to action. | Click or tap here to enter text. |
|[ ] [ ]  9. *Seeing Thing in the Mind’s Eye* - organize, and process symbols, pictures, graphs, objects, and other information. | Click or tap here to enter text. |
|[ ] [ ]  10. *Knowing How to Learn* - use efficient learning techniques to acquire and apply new knowledge and skills. | Click or tap here to enter text. |
|[ ] [ ]  11. *Reasoning* - discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem. | Click or tap here to enter text. |
|  |  | **Personal Qualities:** Display responsibility, Self-Esteem, sociability, self-management, and integrity and honesty. |  |
|[ ] [ ]  12. *Responsibility* - exert high level of effort and persevere towards goal attainment. | Click or tap here to enter text. |
|[ ] [ ]  13. *Self-Esteem* - believe in own self-worth and maintain a positive self-image. | Click or tap here to enter text. |
|[ ] [ ]  14. *Sociability* - demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings. | Click or tap here to enter text. |
|[ ] [ ]  15. *Self-Management* - assess self accurately, set personal goals, monitor progress, and exhibit self-control. | Click or tap here to enter text. |
|[ ] [ ]  16. *Integrity/Honesty* - choose ethical courses of action. | Click or tap here to enter text. |
|  |  | **Resources:** Identify, organize, plan, and allocate resources. |  |
|[ ] [ ]  17. *Time* - select goal-relevant activities, rank them, allocate time, and prepare and follow schedules. | Click or tap here to enter text. |
|[ ] [ ]  18. *Money* - use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives. | Click or tap here to enter text. |
|[ ] [ ]  19. *Material and Facilities* - acquire, store, allocate, and use materials or space efficiently. | Click or tap here to enter text. |
|[ ] [ ]  20. *Human Resources* - assess skills and distribute work accordingly, evaluate performance and provide feedback. | Click or tap here to enter text. |
|  |  | **Interpersonal:** Work with others. |  |
|[ ] [ ]  21. *Participates as Member of a Team* - contribute to group effort. | Click or tap here to enter text. |
|[ ] [ ]  22. *Teaches Others New Skills.* | Click or tap here to enter text. |
|[ ] [ ]  23. *Serves Clients/Customers* - work to satisfy customers’ expectations. | Click or tap here to enter text. |
|[ ] [ ]  24. *Exercises Leadership* - communicate ideas to justify position, persuade and convince others, responsibility, challenge existing procedures and policies. | Click or tap here to enter text. |
|[ ] [ ]  25. *Negotiates* - work toward agreements involving exchange of resources, resolve divergent interests. | Click or tap here to enter text. |
|[ ] [ ]  26. *Works with Diversity* - work well with men and women from diverse backgrounds. | Click or tap here to enter text. |
|  |  | **Information:** Acquire and use information. |  |
|[ ] [ ]  27. *Acquire and Evaluate Information.* | Click or tap here to enter text. |
|[ ] [ ]  28. *Organize and Maintain Information.* | Click or tap here to enter text. |
|[ ] [ ]  29. *Interpret and Communicate Information.* | Click or tap here to enter text. |
|  |  | **Systems:** Understand complex inter-relationships. |  |
|[ ] [ ]  31. *Understand Systems* - know how social, organizational, and technological systems work and operate effectively with them. | Click or tap here to enter text. |
|[ ] [ ]  32. *Monitor and Correct Performance* - distinguish trends, predict impacts on system operations, diagnose systems’ performance and correct malfunctions. | Click or tap here to enter text. |
|[ ] [ ]  33. *Improve or Design Systems* - suggest modifications to existing systems and develop new or alternative systems to improve performance. | Click or tap here to enter text. |
|  |  | **Technology:** Work with a variety of technologies. |  |
|[ ] [ ]  34. *Select Technology* - choose procedures, tools or equipment including computers and related technologies. | Click or tap here to enter text. |
|[ ] [ ]  35. *Apply Technology to task* - understand overall intent and proper procedures for setup and operation of equipment. | Click or tap here to enter text. |
|[ ] [ ]  36. *Maintain and Troubleshoot Equipment* - prevent, identify, or solve problems with equipment, including computers and other technologies. | Click or tap here to enter text. |

# Occupational Goals

At the beginning of each semester state your goal on the lines provided. Next, specifically state how you plan to gain experience toward this goal in the space provided. The goal must be attainable DURING THE SEMESTER. Your goal will be supported by your Objectives

The objectives must be specific, measurable, and attainable. Should an objective require revision any time during the semester, the instructor/coordinator must be notified.

*Example: My goal is to improve my skills in orchard management.*

Share this goal and the supportive objectives with your employer at the beginning of the

semester and have them sign below.

**Semester Occupational Goal:** Click or tap here to enter text.

**List each Objective you plan on accomplishing this semester:**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.

**Name of Employer:** Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**City, State Zip:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

***The above objectives have been reviewed and approved by:***

Signature of Employer/Supervisor Title

***This employer does not discriminate on the basis of race, creed, religion, national origin, sex, or mental or physical handicap in any of their programs or activities.***

# Skill Documentation

List all the skills that are needed to adequately prepare you for your stated goal. Include those skills you have obtained in work experience and those you have learned in class. Rate each skill every semester as your proficiency improves. Below are the definitions of the various skill levels.

1. **B** = Basic - recently learned skill requiring immediate supervision in its execution
2. **P** = Proficient - a practiced skill requiring minimal or no immediate supervision
3. **A** = Advanced - an extensively practiced skill with the ability to teach someone else that skill

 Semester in Work Experience

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# Work Documentation

**INSTRUCTIONS**

1. Entries of time must be in terms of skills performed, not as **lump sums**. NOT “worked for Jones 10 hours, “but Pruned grapes for Mr. Jones 10 hours.

2. All entries should include **DATE** and **FOR WHOM THE WORK WAS DONE.**

3. Special effort should be made to practice and enter into record, skills related to goals and objectives as shown on your skills list.

4. Records for each semester will begin and end on the starting and ending dates of the semester, unless otherwise announced by the instructor.

5. Entries should be grouped weekly in accordance with the instructions above.

6. Insert additional record pages if needed by copying and pasting.

7. Total the hours at the end of each semester and record the semester total on page 14.

8. Each semester starts a new record of hours.

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## Work Documentation page 2

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## Work Documentation page 3

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## Work Documentation page 4

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# Report on Employee’s Performance - Agricultural Work Experience or Internship

Student Name: Click or tap here to enter text. Advisor: Click or tap here to enter text.

Date: Click or tap here to enter text. Job Title: Click or tap here to enter text.

**Please return this form no later than:** Click or tap here to enter text.

*Please check the areas which best approximate the student’s progress. Your responses will assist with advising, grading and improving the student’s performance.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Evaluation Areas*** | **Excellent** | **Very Good** | **Satisfactory** | **Improvement Needed** |
| **Punctuality and Attendance** | **Yes** | **No** |
| Notifies job supervisor in advance of absence |[ ] [ ] [ ] [ ] [ ]
| Is regularly present for work scheduled |[ ] [ ] [ ] [ ] [ ]
| **Work Habits, Attitudes, and Appearance** |  |  |
| Avoids being idle, looks or asks for next assignment |[ ] [ ] [ ] [ ] [ ]
| Work done is efficient and accurate |[ ] [ ] [ ] [ ] [ ]
| Takes proper care of equipment and supplies |[ ] [ ] [ ] [ ] [ ]
| Grooming and dress is appropriate for job |[ ] [ ] [ ] [ ] [ ]
| Shows interest in the work |[ ] [ ] [ ] [ ] [ ]
| **Dependability** |  |  |
| Follows oral and/or written directions in job performance |[ ] [ ] [ ] [ ] [ ]
| Holds distractions from duties to minimum |[ ] [ ] [ ] [ ] [ ]
| Completes assigned responsibilities |[ ] [ ] [ ] [ ] [ ]
| **Relationships with People** |  |  |
| Cooperates and works effectively with other employees and/or customers |[ ] [ ] [ ] [ ] [ ]
| Is poised and self-confident |[ ] [ ] [ ] [ ] [ ]
| Is courteous and mannerly at all times |[ ] [ ] [ ] [ ] [ ]
| **Competencies** |  |  |
| Possess proper skills for job assignment |[ ] [ ] [ ] [ ] [ ]
| **Overall Rating** |[ ] [ ] [ ] [ ] [ ]
| **Comments:** Click or tap here to enter text. |

Did you discuss this evaluation with the employee? Yes [ ]  No [ ]

Suggested Grade: (circle one) A B C D F

Approximate hours this student has worked for you: Per Week:       or Per Semester:

Company Name: Click or tap here to enter text. Supervisor’s Name: Click or tap here to enter text.

Street Address: Click or tap here to enter text. Supervisor’s Signature: Click or tap here to enter text.

City, State Zip: Click or tap here to enter text.

Company is an equal opportunity employer who does not discriminate on the basis of handicap, race, color, religion, sex or national origin.

*Return this form to MJC Agriculture,
435 College Ave., Modesto, CA 95350*

# Work Experience Narrative Summary

Date: Click or tap here to enter text. Semester and year: Click or tap here to enter text.

Name: Click or tap here to enter text.

Total Number of Hours Completed: Click or tap here to enter text.

Telephone number: Click or tap here to enter text. Email: Click or tap here to enter text.

Name of Employer: Click or tap here to enter text.

Employer’s Address: Click or tap here to enter text.

Employer’s Telephone number: Click or tap here to enter text.

Supervisor’s Name: Click or tap here to enter text.

***Briefly describe the specific skills, activities and training you performed as part of this work experience.* (You may insert pictures within this narrative.) (This box will expand as you type in your summary.)**

Click or tap here to enter text.