WORK STUDY APPLICATION FORM Page 6

(Internship / Practicum)

Student Log - Pine Grove Area High School

The Work Study student is responsible for turning in the log sheet at the end of the course. The student may need to turn in multiple copies of the sheet. Copies of this sheet may be made as needed. If you are using more than one job to accumulate your work hours for credit you must fill out a log sheet for each job.

At least 90hrs worked + Information Sheet + Student Log Sheet & Reflection + Student Evaluation Sheet = Grade & .5 credit.

or

At least 180hrs worked + Information Sheet + Student Log Sheet & Reflection + Student Evaluation Sheet = Grade & 1.00 credit.

*If all paperwork is not submitted by the end of the semester, a 59% will be given as a grade on the report card and no credit will be earned for that semester. Also, if all paperwork is not submitted after the 1st semester, you could be dismissed from the Work Study Program for the remainder of the year.

Student Name: _____

Place of Employment: _____

Job Description: _____

DATE	# OF HOURS	DATE	# OF HOURS		DATE	# OF HOURS
				G	rade Total Hrs:	

Supervisor Signature:_____

Date:

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Student Log Reflection/Evaluation – Pine Grove Area High School

Use additional paper as needed, list in complete sentences.

What job skills did you need to successfully complete your job?

What job skills did you learn while working at your job?

What other things did you learn from your experience that will help you in future jobs or careers?

Student Signature:_____

Date:

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Employer/Employee Evaluation - Pine Grove Area High School

Student Name:	Job Description:
Business Name:	Evaluation Date:
Rating Scale:	
4 = Better than average employee	3 = Competitive with average employee

- 4 = Better than average employee
 - 2 = Requires more attention than average 1 = Has not developed ability
 - N/A = Not Applicable

WORK HABITS AND SKILLS					
Attendance: Prompt and dependable.					
Attitude: Shows interest and pride in his/her work.					
Appearance: Neat, clean and wears appropriate clothing.					
Social Skills: Gets along with others, cooperates, demonstrates maturity.					
Initiative: Self -starter, goes on to the next step or asks for additional tasks.					
Accepts Constructive Criticism: Takes suggestions for improvement in stride and					
tries to improve.					
Problem Solving Skills: Makes appropriate decisions when needed.					
On Task: Pays attention to the task, even when the task is undesirable.					
Quality: Completes tasks to acceptable level.					
Speed: Works fast enough to keep up with other workers.					
Follows Instructions: Does tasks as assigned.					
Remembers Instructions: Performs routine on a daily basis without prompting.					
Communication: Asks job specific questions and interacts appropriately.					
Follows Rules: Obeys all regulation and safety rules.					
Use of Equipment: Uses and cares for equipment.					
Independence: Able to work without supervision.					
Improvement: Has improved at job since their beginning date.					
Overall Performance: Compared to other employees, this student is?					
Future Employment (Circle one):RecommendNot Recommend					
Reasons:					
Overall Total:					

(Please Print) Supervisor Name:

Supervisor Signature:

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