

BUS 205-- Medical Administrative Assistant Internship I
BUS 215-- Medical Administrative Assistant Internship II

In the final quarter, medical administrative assistant students will have the option of taking a Full-Time Medical Administrative Assistant Specialization work-based class or a Half-Time Medical Administrative Assistant Specialization work-based class. The work-based course allows eligible students to apply the skills they have learned in the classroom while gaining career-specific, hands-on work experience prior to graduation.

Prerequisite: The student must be in good standing with the school and must have successfully completed all required non-elective coursework with a grade of C or better.

Clock hours: BUS 215--Medical Administrative Assistant Internship II: 360 hours
BUS 205-- Medical Administrative Assistant Internship I: 180 hours

Credit hours: BUS 215-- Medical Administrative Assistant Internship II: 12 hours
BUS205-- Medical Administrative Assistant Internship I: 6 hours

Philosophy and Benefits:

The work-based program at Heart of Georgia Technical College was designed based on the philosophy that collaborative efforts between the school and local area business and industry afford invaluable benefits to the student, the employer, the school, and the community. For the students, the work-based course is a learning experience for polishing untried skills and provides the opportunity to develop a better understanding of their chosen career field in successfully adapting to the world of work. Employers are allowed a partnership in the training of prospective employees and a chance to impact the direction of vocational education; school personnel gain insight that allows them to continue to make school programs responsive to the needs of local business and industry; and the community, as a result, gains highly trained individuals who contribute to the local economy and society as a whole.

Course Description:

BUS 205: Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 215: Provides student work experience in an off campus business office. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

Students will apply the knowledge and skills they have learned; identify their strengths and weaknesses, develop a better understanding of their chosen career field, receive guidance in the transition from school to work for job adjustment and success, gain work experience before graduating and seeking permanent employment, and work cooperatively with co-workers and management.

****Students who falsify any records pertaining to the work-based experience will receive a grade of "F" for the course and a grade of "o" for work ethics****

Course Objectives:

1. Perform basic office skills such as typing, filing, handling mail, receiving office callers.
2. Prepare letters and various documents in mailable form.
3. Maintain an efficient workstation in order to accomplish daily tasks with the least amount of time, effort, and frustration.
4. Demonstrate knowledge of procedures in the maintenance of office records.
5. Operate various office equipment in performing daily routines such as use of the telephone, computers, typewriters, word processors, duplicators, and calculators.
6. Interact with peers, patients, staff, and instructors in a professional manner.
7. Implement skills to complete tasks requiring composition, business/office terminology, reference sources, proofreading, and other office tasks.
8. Perform efficiently and effectively by establishing priorities, managing time wisely, and maintaining essential secretarial records.
9. Solve problems that may arise in the workplace by utilizing the steps in the decision-making process.
10. Display flexibility and adaptability while coping with the rapidly changing office in the business world.
11. Perform more effectively and efficiently on the job by applying the skills used in following directions such as listening for openness, asking questions, repeating when necessary, taking notes, and completing and following through.
12. Demonstrate effective listening skills by utilizing the three elements of listening: attention, comprehension, and retention.
13. Display listening skills through the use of good listening techniques and recognizing listening barriers.

Student Evaluation:

Students will complete weekly reports, and employers will be asked to answer several questions about the students' attendance, pace of work, accuracy of work etc. Throughout the quarter, students will be evaluated on work habits, attitude, dress, and demonstration of skills. The student will complete a self-evaluation twice during the quarter, and the employer will complete evaluations twice during the quarter. **The employer must mail the evaluations.** The student's advisor will assign the final grade based on his/her observations and/or the employer's evaluation.

For each assignment that the student submits late, the student's final grade will be dropped one letter grade.

Outstanding	A	(90-100)	Below average	D	(60-69)
Above average	B	(80-89)	Poor	F	(0-59)
Average	C	(70-79)			

General Guidelines:

To complete the work-based course, the student must adhere to the following guidelines.

Program Eligibility:

To be eligible to participate in a work-based course, the student must:

- a. be enrolled in a curriculum that includes the work-based course as a diploma requirement or option;
- b. have successfully completed all required course work with a grade of C or better with at least a cumulative 2.50 grade point average. Students having unresolved D's or F's from previous courses are **not** eligible for the work-based course.

Work-based Site Approval

It is the student's responsibility to obtain a job in his/her chosen field of study. The student must submit a resume to the program advisor and Director of Job Placement prior to seeking a job. Work-based sites must receive approval from the program advisor. The work-based position must be directly related to the student's course of study so that appropriate training can be received. Site approval depends to a large extent on the employer's willingness to provide feedback on student performance and progress throughout the work-based quarter.

Remuneration

Because of the implications of student/trainee status, the employers are not obligated to pay the students during the work-based experience, but they may wish to compensate students with pay. Employers are not obligated to hire the student after the training experience has ended. Compensation is a voluntary action of the employer. Employers retain the right to sever this relationship at any time.

Insurance

Insurance coverage may be required by employers for students participating in a work-based course. Students must adhere to the employers' guidelines. During the work-based period, the participant is a student at Heart of Georgia Technical College. HGTC students are covered with **limited** accident insurance. The student is responsible for payment of any expenses incurred beyond the limits of the accident policy provided to HGTC students by the school. Neither HGTC nor the work-based employer are responsible for providing payment for injuries to students which occur during assignments. If the student is asked to perform a task that he/she feels is unsafe, then the student is responsible for discussing the task with the supervisor **prior** to beginning the task.

Work Schedule and Attendance

Students taking the Medical Administrative Assistant Internship II are required to work a **minimum** of 360 hours in order to fulfill the work-based requirement. Students taking the Medical Administrative Assistant Internship I are required to work a **minimum** of 180 hours in order to fulfill the work-based requirement. Only hours actually worked (not paid holidays, breaks, etc.) may be counted toward the total.

While completing work-based courses, hours worked may extend beyond the normal school day. Students are required to work the schedules set by their employers. The scheduled work dates and holidays will not necessarily match the HGTC calendar.

Attendance and punctuality are of the highest priority at this time. Students **must** be on time to work every day and absent only in cases of emergencies or illnesses requiring medical attention. If a student must be absent or tardy, the student must notify the employer prior to the time that he/she is scheduled to be a work. Do not plan to take vacation during the work-based courses unless you have prior approval from your employer. Recurring tardiness and/or absenteeism can only reflect badly on the student's dependability, and may result in the student receiving a poor grade. A strong attendance record will go a long way in securing excellent references for future employment.

Professional Conduct and Appearance

While participating in work-based courses, the student is expected to conduct himself/herself in the same manner required of a regular, permanent employee at the job site. Students will be expected to dress according to the standards at the job sites, to practice good grooming, and to display professionalism and integrity at all times. These and other aspects of the student's conduct and personal traits will be evaluated by the employer. Anything less than the highest moral standards and professional conduct may damage your reputation, as well as that of your employer and the school you are representing.

Telephone Calls

Students are employed to work! Do not use the employer's telephone for personal calls. Students should tell their friends, family members, etc. not to call them at work unless it is an emergency situation.

Financial Aid

If you are a student funded by financial aid, you should check with the appropriate funding agency to see if participating in a work-based course will affect your funding.

Job Site Visitation

To insure that program competencies are being met, the program advisor should be allowed to visit the work-based site during the quarter. Employers will be asked to provide feedback on student performance and progress during these visits, and students will have the opportunity to discuss their training experiences and any problems or questions they might have.

Dismissal

Any student who is dismissed from a job site for poor job performance will receive a failing grade. The only exceptions to this policy would be if a student was employed in a paying position and was laid off due to economic factors or if a student was laid off because of lack of work. The student is **not** to resign from a work-based position without notifying their advisor first.

Evaluation

Weekly reports must be submitted to your program advisor on Monday of each week or postmarked by the previous Saturday. The students may also fax materials to the program advisor. If the student is unable to submit the report by Monday of each week, he/she MUST contact the program advisor at 478-274-7932 indicating the reason in order to avoid a grade penalty.

Students are evaluated on their personal traits and abilities, as well as their job skills.

Correspondence

Around midterm your advisor will notify students with remaining requirements. Please be sure to contact your advisor if you have questions when you receive the memorandum.

Prior to the end of the quarter, students are required to type letters to the employers thanking them for allowing the students to complete their work-based course. Typed letters and envelopes must be submitted to your program advisor. The advisor is responsible for reviewing the letters and notifying students if changes need to be made. The advisor is responsible for mailing the letters to the employers.

Follow-Up

Once students think they are complete with their work-based course, they should contact the program advisor asking her to verify hours and remaining requirements **BEFORE** leaving the job site.

Checklist of Requirements

- _____ On-campus course work satisfactorily completed with grade of C or better
- _____ Orientation to work-based session attended
- _____ Conference with program advisor
 - _____ Work-based site secured and approved (application and training plan)
 - _____ Resume submitted
 - _____ Work-based agreement signed by student
 - _____ Work-based agreement signed by employer
 - _____ Application for graduation submitted
 - _____ Graduate Questionnaire submitted
- _____ Registration fees paid
- _____ Weekly reports received
- _____ Student's midterm and final evaluations received (2)
- _____ Employer's midterm and final evaluations received (2)
- _____ Student's thank you letter addressed to the employer
(Give program advisor the original, a copy, and an addressed envelope)
- _____ Employment Form
- _____ Hours total at least 180 for Medical Administrative Assistant Internship I
participates and 360 for Medical Administrative Assistant Internship II
participates

It is the responsibility of the student to maintain contact with the program advisor and to complete all requirements outlined in this syllabus.

STUDENT WORK-BASED AGREEMENT

The final-quarter work-based term is a curriculum requirement in the Medical Administrative Specialist program in the Business Technology Department. I have made arrangements to serve the hours needed for my internship and to demonstrate the knowledge and skills I have learned in the classroom at:

Name of business/industry/organization

1. I agree to apply the knowledge and skills I acquired in on-campus classroom/lab settings in a practical, real-life environment, and will integrate prior and present learning with on-the-job experience.
2. I will practice desirable work habits (i.e., confidentiality, punctuality, responsibility, safety, etc.) and human relations skills with co-workers, supervisors, customers, clients, etc.
3. I will complete and return all weekly reports to the program advisor by Monday of each week.
4. I agree to provide the school with information related to equipment used, policies and practices followed in business or industry, etc., in order for school personnel to improve program content and make them responsive to the needs of business and industry.
5. I agree to notify the program advisor of any deviation from this agreement, unsafe working conditions, or any other conditions that exist where the student is not being properly utilized. I understand that HGTC students are covered with limited accident insurance. The student is responsible for payment of any expenses incurred beyond the limits of the accident policy provided to HGTC students by the school. Neither HGTC nor the work-based employer will be responsible for providing payment for injuries to students that occur during work-based assignments.
6. I agree to maintain contact with my program advisor to notify him/her if any problem occurs during the work-based course. I will report to campus if required to.
7. I understand that employers are not required to pay work-based students nor hire students once the work-based experience ends.
8. I understand that I will be evaluated on my job performance based on the above rules and that unsatisfactory performance will result in a failing grade.

I have read and understand the above:

Student's signature

Date

EMPLOYER AGREEMENT

Name of Business: _____

Student's Name: _____

Date work-based course begins: _____ Date work-based course ends: _____

1. The employer will provide on-the-job training relative to tasks performed and general office duties for the student's program of study.
2. The employer will provide an on-site representative who will guide and oversee the student's learning experience and who will participate in the student's written evaluations.
3. The employer understands that the work-based participant is still enrolled as a student at HGTC and is enrolled in a learning experience for polishing untried skills. The student may not have had previous work experience in field.
4. The student and the employer will complete and return all weekly reports to the program advisor by Monday of each week. The employer will verify that the student has worked the hours stated and provide comments regarding the student's attendance, quality of work, dress, etc.
5. The employer will complete and submit to the program advisor two formal evaluations evaluating the student's personal traits and abilities, as well as the job skills.
6. If improvement is needed by the student, the employer will counsel the student and give the student an opportunity to correct the deficiency. The employer will also consult with the program advisor at HGTC as needed to discuss the student's work performance, attendance problems, work ethics problems, skill problems, etc.
7. The employer will not require a student to perform unsafe tasks. The employer understands that HGTC students are covered with limited accident insurance. The student is responsible for payment of any expenses incurred beyond the limits of the accident policy provided to HGTC students by the school. Neither HGTC nor the work-based employer will be responsible for providing payment for injuries to students which occur during work-based assignments.
8. The employer is not required to pay work-based students nor hire students once the work-based experience ends. Compensation is a voluntary action of the employer. The employer or the student retains the right to sever this relationship at any time.

I have read and understand the above and agree to follow the required procedures and provide the required documentation for the work-based student.

Employer's signature

Date

****Students who falsify any records pertaining to the work-based experience will receive a grade of "F" for the course and a grade of "o" for work ethics****

**HEART OF GEORGIA TECHNICAL COLLEGE
WORK-BASED APPLICATION FORM**

To be completed by the student and employer

Student's Name _____ **Program:**Medical Administrative Assistant

Place of Employment _____

Address _____ **City, State, Zip** _____

Phone _____ **Fax** _____ **E-mail** _____

Supervisor/Employer _____ **Position** _____
(Responsible for guiding and overseeing the student's learning experiences and completing the student's written evaluations.)
Job Title/Description of Duties _____

Days of week and hours student will work _____
Average Working Hours per Week _____
Date work-based experience will begin: _____
Date work-based experience will end: _____
Will the work-based position lead to full-time employment with your company? _____

I realize that I will not be eligible for work-based credit until I furnish the school with an evaluation from my employer certifying successful work experience for the period required.

Date _____ **Student's signature** _____

I agree to complete an employer evaluation form for this employee at the end of the specified training period.

Date _____ **Supervisor's signature** _____

TO BE COMPLETED BY THE PROGRAM ADVISOR AND DEPARTMENT CHAIRPERSON

Is the student eligible for work-based courses? _____ **Yes** _____ **No**
Is this job in field? _____ **Yes** _____ **No**
Course(s) required for program completion _____
I recommend _____ **do not recommend** _____ **this student for work-based courses.**

Date _____ **Advisor's Signature** _____

_____ **Approved** _____ **Not approved**

Date _____ **Department Chairperson's Signature** _____

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INDIVIDUAL TRAINING PLAN

Student _____
Program Medical Administrative Assistant
Quarter _____

Work-based credit hours _____
Work-based contact hours _____

While completing work-based requirements, the student will demonstrate the following general abilities:

1. follow instructions and keep information confidential
2. get along well with co-workers
3. dress neatly and appropriately for work
4. display loyalty to the company
5. display enthusiasm toward work
6. be dependable and honest
7. be punctual and ready to work at assigned times
8. display neatness of work area
9. produce neat, accurate, acceptable, and quality work
10. obtain necessary materials before starting a task
11. maintain an up-to-date calendar
12. meet work deadlines
13. greet customers/clients in a friendly manner
14. accept constructive criticism
15. demonstrate skills learned in the training program for the student's particular diploma.
16. submit required materials to the program advisor
17. willingly and enthusiastically work with employer and work-based coordinator to improve on-the-job performance

The employer will:

1. provide on-the-job training relative to tasks performed and general office duties.
2. provide a contact person in the firm's employ who will be in charge of the work-based course for evaluation.
3. complete the employer's midterm and final evaluations and mail them to the program advisor at HGTC.
4. Consult with the program advisor as needed to discuss the student's work performance, attendance problems, work ethics problems, skill problems, etc.

Please place a checkmark by the skills the student will perform while completing work-based course requirements.

- _____ Typing/data entry
- _____ Transcription
- _____ Filing
- _____ Journalizing
- _____ Posting
- _____ Preparing financial statements
- _____ Performing word processing duties
- _____ Performing receptionist's duties
- _____ Applying telephone etiquette
- _____ Operating a microcomputer

Please list additional skills the student will perform on the job.

Competencies:

Application of Classroom Knowledge and Skills

Work Environment Functions

Listening/Following Directions

To complete the work-based course requirements, the student must:

- a. complete on-campus course work satisfactorily
- b. attend an work-based orientation session
- c. schedule a conference with the program advisor and submit the following items:
 1. Work-based application and training plan
 2. Resume
 3. Work-based agreements (student and employer)
 4. Application for Graduation
 5. Graduate Questionnaire
- d. pay work-based registration fees
- e. complete and submit all weekly reports accurately by Monday of each week
- f. complete and submit two self-appraisals
- g. have employer complete and mail two appraisals
- h. type and submit thank-you letter addressed to employer
- I. successfully work the required number of hours
- j. attend all required seminars and report to campus if required to do so.

I have read the work-based syllabus and contract. I agree and will abide by it and carry out my responsibilities as outlined in the plan.

Student's signature

Employer's signature

*As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Please contact Cecile Miller, Director of Career Services, 560 Pinehill Road, Dublin, GA 31021, 478-274-7643 or Francine Shuman at fshuman@tcs.edu for clarification.*

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WORK-BASED WEEKLY REPORT

Student: _____ **For week ending** _____

- 1. What were your main responsibilities or duties on the job this week? (Indicate approximate time spent on the task.)**

- 2. What new knowledge or skill did you learn on the job, or what did you discover about yourself as a working person this week? Describe briefly.**

- 3. What had you learned in the classroom, either from study or classroom discussion, that applied on the job this week? Explain.**

- 4. Did you have any difficulties this week? What were you able to do to correct it?**

- 5. In what skill or technique would you like to have more expertise/training?**

- 6. What interesting relationship (positive or negative) did you have this week with a fellow worker, a customer or client, or your job sponsor? Describe briefly.**

- 7. On the scale below, place an X on the continuum to rate your internship experience so far based on the reception of the office staff, orientation to work site, variety of jobs performed, and your experience gained.**

_____ **Poor 0 1 2 3 4 5 6 7 8 9 10 Excellent** _____

WORK SCHEDULING REPORT

	Date	Check-in Time	Check-out Time	Minus* (lunch/dinner/breaks)	Net Hours
Sun.	_____	_____	_____	_____	_____
Mon.	_____	_____	_____	_____	_____
Tues.	_____	_____	_____	_____	_____
Wed.	_____	_____	_____	_____	_____
Thurs.	_____	_____	_____	_____	_____
Fri.	_____	_____	_____	_____	_____
Sat.	_____	_____	_____	_____	_____
				Total hours	_____

Supervisor's Signature

Date

Comments from Supervisor:

WEEKLY PROGRESS CHECK (to be completed by employer and discussed with student)

***Was the intern's pace of work appropriate for a beginner in this field?

- Rate is satisfactory.
 Rate is unsatisfactory.
 Rate is well above average.

***Did the intern practice acceptable standards of attendance this week?

- Attendance is acceptable.
 Attendance needs improvement. (Please describe.)

***Does the intern dress appropriate to your work environment?

- Dress is appropriate.
 Dress is not appropriate. (Please explain)

***Was the intern's quality of work acceptable this week?

- Yes
 No (Please explain.)

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WORK-BASED STUDENT MIDTERM PROGRESS REPORT—EMPLOYER’S COPY

To the supervisor: This report is provided to give the Business Technology Department instructors feedback regarding the job performance of _____. It is designed to be completed and returned to the program advisor upon the student’s completion of half of the required hours. Any additional comments you may wish to make are encouraged. Thank you for your cooperation.

Instructions: Please place a check mark by the phrase you feel is most descriptive of the work-based student under your supervision.

1. Consider the work-based student’s **DEPENDABILITY/RELIABILITY**:
 - 1___ Requires constant supervision and direction; unreliable
 - 2___ Requires close supervision
 - 3___ Requires normal/average supervision
 - 4___ Dependable worker; requires little supervision
 - 5___ Completely reliable; requires no supervision

2. Consider the work-based student’s **ATTITUDE and INITIATIVE**:
 - 1___ Indifferent, disinterested; no desire to learn
 - 2___ Occasionally indifferent; little enthusiasm for the job
 - 3___ Generally enthusiastic about the job; generally cooperative
 - 4___ Shows definite interest in work and a desire to learn
 - 5___ Keen interest in work; enthusiastic and cooperative

3. Consider the **QUALITY OF WORK** produced by the work-based student:
 - 1___ Consistently below job requirements
 - 2___ Somewhat less than that set for job
 - 3___ Adequate; generally meets job requirements
 - 4___ Above average
 - 5___ Consistently exceeds job requirements; neat and accurate

4. Consider the work-based student’s **JOB SKILLS**:
 - 1___ Noticeable and definite lack of skills and knowledge
 - 2___ Limited knowledge; below average skills
 - 3___ Acceptable level of knowledge and skills
 - 4___ Better than average knowledge and skills
 - 5___ Exceptional knowledge and skills

5. Consider the work-based student’s **PERSONAL CHARACTERISTICS**:
 - 1___ Often inconsiderate of others; unconcerned
 - 2___ Sometimes indifferent or difficult to get along with
 - 3___ Generally polite and friendly
 - 4___ Courteous and helpful; gets along well with others
 - 5___ Very easy to get along with; always cheerful and courteous

6. Consider the work-based student’s **PERSONAL APPEARANCE**:
 - 1___ Appears slovenly and unkempt
 - 2___ Often neglects certain aspects of personal appearance
 - 3___ Appearance acceptable for job site
 - 4___ Usually very careful of appearance
 - 5___ Always presents an appropriate, well-groomed appearance

General Comments:

Strengths/strong points:
Areas where improvement is needed or weaknesses exist:

What can the program advisor do to be of assistance to you or the student at this point?

Supervisor's Signature: _____

Date: _____

Please mail this form to:

Lynn Dixon
Business Technology Department
Heart of Georgia Technical College
560 Pinehill Road
Dublin, GA 31021

Equal Opportunity Institution

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WORK-BASED STUDENT MIDTERM PROGRESS REPORT—STUDENT’S COPY

To the student: This report is provided to give the Business Technology Department instructors your feedback regarding how you view your job performance at your work-based site. It is designed to be completed and returned to the program advisor upon the student’s completion of half of the required hours. Any additional comments you may wish to make are encouraged. Thank you for your cooperation.

Instructions: Please place a check mark by the phrase you feel is most descriptive of yourself.

1. Consider your **DEPENDABILITY/RELIABILITY**:
 - 1___ Requires constant supervision and direction; unreliable
 - 2___ Requires close supervision
 - 3___ Requires normal/average supervision
 - 4___ Dependable worker; requires little supervision
 - 5___ Completely reliable; requires no supervision

2. Consider your **ATTITUDE** and **INITIATIVE**:
 - 1___ Indifferent, disinterested; no desire to learn
 - 2___ Occasionally indifferent; little enthusiasm for the job
 - 3___ Generally enthusiastic about the job; generally cooperative
 - 4___ Shows definite interest in work and a desire to learn
 - 5___ Keen interest in work; enthusiastic and cooperative

3. Consider the **QUALITY OF WORK** produced by yourself
 - 1___ Consistently below job requirements
 - 2___ Somewhat less than that set for job
 - 3___ Adequate; generally meets job requirements
 - 4___ Above average
 - 5___ Consistently exceeds job requirements; neat and accurate

4. Consider your **JOB SKILLS**:
 - 1___ Noticeable and definite lack of skills and knowledge
 - 2___ Limited knowledge; below average skills
 - 3___ Acceptable level of knowledge and skills
 - 4___ Better than average knowledge and skills
 - 5___ Exceptional knowledge and skills

5. Consider your **PERSONAL CHARACTERISTICS**:
 - 1___ Often inconsiderate of others; unconcerned
 - 2___ Sometimes indifferent or difficult to get along with
 - 3___ Generally polite and friendly
 - 4___ Courteous and helpful; gets along well with others
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6. Consider your **PERSONAL APPEARANCE**:
 - 1___ Appears slovenly and unkempt
 - 2___ Often neglects certain aspects of personal appearance
 - 3___ Appearance acceptable for job site
 - 4___ Usually very careful of appearance
 - 5___ Always presents an appropriate, well-groomed appearance

General Comments:

Strengths/strong points:
Areas where improvement is needed or weaknesses exist:

What can the program advisor do to be of assistance to you at this point?

Student's Signature: _____

Date: _____

Please mail this form to:

Lynn Dixon
Business Technology Department
Heart of Georgia Technical College
560 Pinehill Road
Dublin, GA 31021

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WORK-BASED STUDENT FINAL EVALUATION FORM—EMPLOYER’S COPY

Heart of Georgia Technical College

Student: _____ Employer: _____

Employment date: _____ Supervisor: _____

Please rate the work-based student based on the statement, using the scale below:

5--Always 3--Sometimes 1--Never
4--Usually 2--Seldom NA--Not applicable

RE: PERSONAL TRAITS

Accepts responsibility	5	4	3	2	1	NA
Practices good grooming	5	4	3	2	1	NA
Dresses appropriately	5	4	3	2	1	NA
Acts professionally	5	4	3	2	1	NA
Speaks clearly	5	4	3	2	1	NA
Shows interest in work	5	4	3	2	1	NA
Cooperates/pitches in	5	4	3	2	1	NA
Shows initiative	5	4	3	2	1	NA
Willing to adapt/be flexible	5	4	3	2	1	NA
Tactful/courteous	5	4	3	2	1	NA
Seems willing/eager to learn	5	4	3	2	1	NA
Uses time wisely	5	4	3	2	1	NA
Is punctual/dependable	5	4	3	2	1	NA
Interacts well with co-workers	5	4	3	2	1	NA
Exhibits honesty and integrity	5	4	3	2	1	NA
Is a good representative of our company	5	4	3	2	1	NA

RE: ABILITIES

Listens attentively	5	4	3	2	1	NA
Accepts constructive criticism	5	4	3	2	1	NA
Follows instructions	5	4	3	2	1	NA
Attends to details	5	4	3	2	1	NA
Solves problems acceptably	5	4	3	2	1	NA
Produces quality work	5	4	3	2	1	NA
Produces good volume of work	5	4	3	2	1	NA
Makes intelligent decisions	5	4	3	2	1	NA
Prioritizes tasks correctly	5	4	3	2	1	NA
Retains composure under pressure	5	4	3	2	1	NA
Meets work deadlines	5	4	3	2	1	NA
Can be counted on to complete assigned tasks	5	4	3	2	1	NA

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RE: SKILLS

Performs the following in an accurate/correct manner:

Typing	5	4	3	2	1	NA
Transcription	5	4	3	2	1	NA
Filing	5	4	3	2	1	NA
Journalizing	5	4	3	2	1	NA
Posting	5	4	3	2	1	NA
Financial statements	5	4	3	2	1	NA
Proofreading	5	4	3	2	1	NA
Word Processing	5	4	3	2	1	NA

Exhibits good knowledge or understanding of the following concepts:

Chosen career field	5	4	3	2	1	NA
Correct grammar	5	4	3	2	1	NA
Punctuation	5	4	3	2	1	NA
Computerized equipment	5	4	3	2	1	NA
Spelling	5	4	3	2	1	NA
Mathematics	5	4	3	2	1	NA
Telephone etiquette	5	4	3	2	1	NA
Receptionist's duties	5	4	3	2	1	NA
Wise use of supplies	5	4	3	2	1	NA
Work area housekeeping	5	4	3	2	1	NA
Confidentiality	5	4	3	2	1	NA
Company policies	5	4	3	2	1	NA
Using sources of information	5	4	3	2	1	NA

OVERALL RATING OF STUDENT:

Outstanding (A) Below average (D)
 Above average (B) Poor (F)
 Average (C)

WORK ETHICS

Exceeds Expectations
 Meets Expectations
 Needs Improvement
 Unacceptable

COMMENTS:

Please return this form to Lynn Dixon
 Business Technology Department
 Heart of Georgia Technical College
 560 Pinehill Road
 Dublin, GA 31021

Employer's Signature

Date

Equal Opportunity Institution

****Students who falsify any records pertaining to the work-based experience will receive a grade of "F" for the course and a grade of "0" for work ethics****

WORK-BASED STUDENT FINAL EVALUATION FORM—STUDENT’S COPY

Heart of Georgia Technical College

Student: _____ Employer: _____

Employment date: _____ Supervisor: _____

Please rate the work-based student based on the statement, using the scale below:

5--Always 3--Sometimes 1--Never
4--Usually 2--Seldom NA--Not applicable

RE: PERSONAL TRAITS

Accepts responsibility	5	4	3	2	1	NA
Practices good grooming	5	4	3	2	1	NA
Dresses appropriately	5	4	3	2	1	NA
Acts professionally	5	4	3	2	1	NA
Speaks clearly	5	4	3	2	1	NA
Shows interest in work	5	4	3	2	1	NA
Cooperates/pitches in	5	4	3	2	1	NA
Shows initiative	5	4	3	2	1	NA
Willing to adapt/be flexible	5	4	3	2	1	NA
Tactful/courteous	5	4	3	2	1	NA
Seems willing/eager to learn	5	4	3	2	1	NA
Uses time wisely	5	4	3	2	1	NA
Is punctual/dependable	5	4	3	2	1	NA
Interacts well with co-workers	5	4	3	2	1	NA
Exhibits honesty and integrity	5	4	3	2	1	NA
Is a good representative of our company	5	4	3	2	1	NA

RE: ABILITIES

Listens attentively	5	4	3	2	1	NA
Accepts constructive criticism	5	4	3	2	1	NA
Follows instructions	5	4	3	2	1	NA
Attends to details	5	4	3	2	1	NA
Solves problems acceptably	5	4	3	2	1	NA
Produces quality work	5	4	3	2	1	NA
Produces good volume of work	5	4	3	2	1	NA
Makes intelligent decisions	5	4	3	2	1	NA
Prioritizes tasks correctly	5	4	3	2	1	NA
Retains composure under pressure	5	4	3	2	1	NA
Meets work deadlines	5	4	3	2	1	NA
Can be counted on to complete assigned tasks	5	4	3	2	1	NA

Equal Opportunity Institution

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RE: SKILLS

Performs the following in an accurate/correct manner:

Typing	5	4	3	2	1	NA
Transcription	5	4	3	2	1	NA
Filing	5	4	3	2	1	NA
Journalizing	5	4	3	2	1	NA
Posting	5	4	3	2	1	NA
Financial statements	5	4	3	2	1	NA
Proofreading	5	4	3	2	1	NA
Word Processing	5	4	3	2	1	NA

Exhibits good knowledge or understanding of the following concepts:

Chosen career field	5	4	3	2	1	NA
Correct grammar	5	4	3	2	1	NA
Punctuation	5	4	3	2	1	NA
Computerized equipment	5	4	3	2	1	NA
Spelling	5	4	3	2	1	NA
Mathematics	5	4	3	2	1	NA
Telephone etiquette	5	4	3	2	1	NA
Receptionist's duties	5	4	3	2	1	NA
Wise use of supplies	5	4	3	2	1	NA
Work area housekeeping	5	4	3	2	1	NA
Confidentiality	5	4	3	2	1	NA
Company policies	5	4	3	2	1	NA
Using sources of information	5	4	3	2	1	NA

OVERALL RATING OF YOURSELF:

_____ Outstanding (A) _____ Below average (D)
_____ Above average (B) _____ Poor (F)
_____ Average (C)

WORK ETHICS

_____ Exceeds Expectations
_____ Meets Expectations
_____ Needs Improvement
_____ Unacceptable

1. Did the office staff make you feel welcome? _____ Yes _____ No
2. Did you receive adequate orientation to the facility? _____ Yes _____ No
3. Do you feel that you were given enough responsibility? _____ Yes _____ No
4. Were you allowed to perform a variety of duties? _____ Yes _____ No
5. Were you allowed to practice the knowledge, skills, and work ethics studied during your in-class training? _____ Yes _____ No

COMMENTS:

Please return this form to Lynn Dixon
 Business Technology Department
 Heart of Georgia Technical College
 560 Pinehill Road
 Dublin, GA 31021

Student's Signature

Date