



# WILSON HIGH SCHOOL

## HONORS INTERNSHIP GRADE SHEET



Student \_\_\_\_\_

Grade \_\_\_\_\_

Supervisor \_\_\_\_\_

Phone \_\_\_\_\_

### Honors Internship Monthly Grade Sheet – To Be Completed By the Supervisor

The Career Ready Ethics and Values incorporate the importance of work place expectations as a vital part of preparing students for life after high school.

Grading Scale			A	B	C	U
A = Exceeds Expectations B = Meets Expectations C = Needs Improvement U = Unacceptable						
Criteria						
1.	Attendance	Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of un planned absences.				
2.	Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Does not engage in gossip. Follows company policy.				
3.	Appearance	Displays appropriate dress, grooming, hygiene and etiquette.				
4.	Attitude	Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. Displays the "Golden Rule" approach to everyone.				
5.	Productivity	Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player.				
6.	Organizational Skills	Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
7.	Communication	Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, and grammar) skills.				
8.	Cooperation	Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike.				
9.	Respect	Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults at all times.				
10.	Teamwork	Respects the rights of others; respects confidentiality; Is a team player; Is cooperative; Is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior.				

(From William Henry Harrison High School)

**Note:** Complete and return at the end of the month to: **Name of Internship Coordinator**, Wilson High School, 2601 Grandview Blvd., West Lawn, PA 19609 or email to **Email of Coordinator**.