

GUAM COMMUNITY COLLEGE
HS292 (3 credits – 135 hours) PRACTICUM
GRADING RUBRIC/CHECKLIST

Hafa Adai!

Listed below are the expectations for a successful practicum experience:

	ITEMS (used for grading)	POINTS	√
1.	Bi-Weekly Journal <ul style="list-style-type: none"> • Every two weeks, turn in journals to Practicum instructor. Keep track of the number of hours worked per day/week (keep a copy for your records). • Describe your learning experiences (without being repetitive). Make your journals interesting to read (be descriptive)! 	100	
2.	Evaluation Form & Employer-issued grade <ul style="list-style-type: none"> • To be completed at the end of your practicum 	150	
3.	Rating Sheet Attendance <ul style="list-style-type: none"> • 10 points deducted for each day of <u>unexcused</u> absence. • 5 points deducted for each time late to work. 	50	
4.	Prepare a PowerPoint with <u>photos</u> (email to Practicum instructor within 5 days upon completion of your practicum) to include: The cover page must include your name, employer, start/end date, hours worked. <ul style="list-style-type: none"> • Describe at least three skills you have learned. • Summarize your observation about management and supervision at job site. • Develop a training checklist for your position (how to train a new associate) • Describe how you have grown in dealing with people: customers, colleagues, and supervisors. • Explain what changes you would make at your work site or your position. • Describe your most memorable experience at work. • Describe any problem solving experiences at work. • Describe how your work impacted your perception of the industry. • Give a brief history and description of your company (local employer). Name your general manager and department head. • Compile a list of 3 local competitors (name, tel. no., gen. manager, address). 	200	
5.	Timeliness of submission of journals, evaluation, and PowerPoint	50	
6.	Thank you email (if non paid, to employer with a cc to instructor w/in 3 days of last day)	50	
	FINAL GRADE (Average of totals)	600	

Revised January 2019

Expectations:

- Commitment (Set goals & finish them). Please complete your hours by 14th week of current semester & present to class on the 15th week before end of semester.
- Communicate (Don't be shy, ask questions, speak clearly, keep in touch).
- Positive Attitude (Smile, have good eye contact, eager to learn, be engaged).
- Professionalism (Dress appropriately for work, timeliness, go the extra mile).

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