

JEP Student Evaluation MINI COURSES



Student:
Site / Supervisor:
Assignment:

Semester:
PA:
Professor / Course:

COMMUNITY EVALUATION

Thank you very much for your participation in JEP. We appreciate the time you took to supervise and support this USC student and hope that you and your class had a positive experience working with him/her. **Please be aware that JEP is a service-learning program, which means that a portion of the student's course grade is determined by their performance in JEP. Please use the letter grading scale (A-F) to evaluate the student in each of the categories below.** Thank you for your thoughtful evaluation of the student's performance.

RATING SCALE

F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A
(≤59%)	(60-63%)	(64-66%)	(67-69%)	(70-73%)	(74-76%)	(77-79%)	(80-83%)	(84-86%)	(87-89%)	(90-93%)	(≥94%)

Mini-course content (age-appropriate, creative, interactive lessons, developed with your input) _____ (please enter letter grade)

Implementation (preparedness, time management, pacing, sequencing, positive response from class) _____ (please enter letter grade)

Professionalism (punctuality, appropriate dress, responsibility, judgment) _____ (please enter letter grade)

Effort (team work, attitude, dependability, flexibility, initiative) _____ (please enter letter grade)

Comments: (Please comment on individual evaluations of C+ or below. We encourage comments on all grades)

Signature: _____ Date: _____

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JEP STAFF EVALUATION

Lesson Plans (weekly plans and 8-week overview)	_____ (20 points possible)
Reflection (journals and discussion)	_____ (20 points possible)
Participation (Training lesson planning, attitude, effort)	_____ (10 points possible)
Attendance at Site (based on signed attendance slips)	_____ (15 points possible)

Comments:

Signature: _____ Date: _____

TOTALS:

Community Evaluation	_____	(total possible = 35) (conversion chart available)
JEP Staff Evaluation	_____	(total possible = 65)
FINAL JEP EVALUATION	_____	(TOTAL POSSIBLE = 100)



JEP Grading Scale

MINI-COURSE ASSIGNMENTS

Given that JEP is a service-learning program, we value the service you provide to the community as well as your efforts to learn from your experiences in the community. Thus, you will be evaluated on both the service and learning components of your JEP assignment:

Community Evaluation:

Your site supervisor will evaluate you using a letter grade (A-F) to assess your performance on the following criteria:

<u>Criteria</u>	<u>% of total JEP grade</u>
Mini-course content (age-appropriate, creative, interactive lessons, developed with the input of the JEP site supervisor/teacher)	20%
Implementation (preparedness, time management, pacing, sequencing, positive response from class)	5%
Professionalism (punctuality, appropriate dress, responsibility, judgment)	5%
Effort (team-work, attitude, dependability, flexibility, initiative)	5%
	Subtotal: 35%

Please note: Some JEP students have more interaction with their JEP supervisors than others. ***You bear the responsibility of communicating regularly with your supervisor so that you know what s/he expects from you and is familiar with your work and can effectively evaluate your performance.*** Please let your Program Assistant know early in the program if you have any concerns about this.

Attendance at site: (10 points per week; based on signed attendance slips, which must be submitted weekly with journals) (80 points)

Subtotal: 15%

JEP Staff Evaluation:

Your JEP program assistant will evaluate you using a point system to assess your performance on the following criteria. For the final JEP evaluation, points assigned to each criteria throughout the semester will be converted and weighted according to percentages noted below:

<u>Criteria</u>	<u>% of total JEP grade</u>
Lesson Plans (95 points) <ul style="list-style-type: none">Weekly lesson plans (10 points each)8-week overview (15 points)	20%
Reflection (100 points) <ul style="list-style-type: none">Weekly journals: 10 points each for Weeks 1-7; 15 points for Week 8) (85 points)Online discussion participation (15 points)	20%
Participation: (90 points) <ul style="list-style-type: none">General attitude and effort (turning things in on time, responsibility, initiative, etc.) (40 points)Meeting with PA for lesson plan approval as required by the PA Agreement (25 points)Attendance and participation at pre-service and mid-semester ("2nd") training (20 points per training)Picking up JEP assignment on "Pick-Up Day" (5 points)	10%
	Subtotal: 50%

GRAND TOTAL

100%