



Sonoma County Work-Ready Certification: Sonoma County Summer Jobs Program and Summer Youth Ecology Corps Worksite Supervisor Evaluation Form Work-Based Learning Plan

Key leaders in Sonoma County have come together to develop the TOP TEN SKILLS PLUS! for certifying entry-level job seekers as work-ready. This WBL plan combines skill development learning objectives and academic enhancement goals with the Sonoma County Work-Ready Certification. The WRC indicates the Crew Member's readiness for the successful transition into the world of work. It reflects important skills, attitudes, and values that are essential for success in the workplace. Please complete this cover sheet and the evaluation form that follows, providing an honest assessment of the Crew Member's level of performance.

Crew Member/School Information (to be completed by the Crew Member)

Application #

Name \_\_\_\_\_ Age \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

School (if applicant will be attending school in fall 2009) \_\_\_\_\_ Grade Level \_\_\_\_\_

Youth Service Provider:
[ ] PPSC [ ] WCCS [ ] SAY-SR [ ] SAY-Sonoma [ ] SCAYD [ ] CSES

Worksite Supervisor/Crew Leader Information (to be completed by the Worksite Supervisor)

Worksite Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Organization or Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

To be completed by Worksite Supervisor upon program completion

Type of Work Experience \_\_\_\_\_

Skills and Activities Performed Under Supervision \_\_\_\_\_

Comments on Crew Member's Talents and Abilities \_\_\_\_\_

Time Frame of Observed Activities During the Evaluated Period

From \_\_\_\_\_ to \_\_\_\_\_ Total hours \_\_\_\_\_

Worksite Supervisor/Crew Leader Signature \_\_\_\_\_

Date \_\_\_\_\_



**Sonoma County Summer Youth Ecology Corps 2009  
Crew Work-Based Learning Plan and Evaluation**

Application #
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Crew Member: \_\_\_\_\_ Date(s) Established \_\_\_\_\_ Date(s) Evaluated \_\_\_\_\_

**When identifying learning objectives remember to think about the following questions: What do I want to learn? How will I learn this? How will the result be measured?** These learning objectives are project specific. The Worksite Supervisor (Crew Leader) and Crew Members should work together to identify reasonable and measurable learning objectives based on tasks to be completed at the worksite. Remember to work closely with your Project Hosts to identify reasonable project-based learning objectives that will support and enhance the learning that occurs on the worksite. See legend on page three and sample learning objectives on page four.

<b>Instructions: Indicate level of performance by checking the appropriate box.</b>					
These objectives are task and skill oriented. The Worksite Supervisor and Crew Members determine appropriate objectives based on tasks that will support learning.					<b>Comments</b>
<b>Skill Development Learning Objectives</b>	Training level	Improving toward entry level	Entry level	Exceeds Entry level	
<b>Project 1</b>					
<b>Project 2</b>					
<b>Project 3</b>					
<b>Instructions: Indicate date each objective is established and met in the appropriate box.</b>					
These enrichment objectives are related to workplace opportunities to enhance academic learning as well as Crew Member's interests. The Crew Member and Worksite Supervisor determine what learning opportunities are available and appropriate and set objectives.					<b>Comments</b>
<b>Academic Enrichment, Career Exploration, and Personal Improvement Learning</b>	<b>Date Established</b>	<b>Date Met</b>			



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Application #
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## Sonoma County Work-Ready Certification: Sonoma County Summer Jobs Program And Summer Youth Ecology Corps Worksite Supervisor Evaluation Form

Crew Member \_\_\_\_\_ Date Evaluated \_\_\_\_\_

Please use the following 4-point scale to assess the Crew Member (circle the number that corresponds with the level of performance in each of the 11 areas listed below):	(1) Training Level	(2) Improving Toward Entry Level	(3) Entry Level	(4) Exceeds Entry Level	
1. Demonstrate the willingness to work	1	2	3	4	
2. Demonstrate integrity	1	2	3	4	
3. Demonstrate promptness	1	2	3	4	
4. Avoid absenteeism	1	2	3	4	
5. Avoid use of language or comments that stereotype others	1	2	3	4	
6. Maintain appropriate grooming and hygiene	1	2	3	4	
7. Be respectful of the opinions and contributions of others	1	2	3	4	
8. Take responsibility for completing one's own work accurately	1	2	3	4	
9. Demonstrate the willingness and ability to learn	1	2	3	4	
10. Work well with others as part of a team	1	2	3	4	
11. Follow procedures established to promote safety on a consistent basis	1	2	3	4	
Please use the following 5-point scale to assess the Crew Member if the specific work assignments involve the skill in question (if not, circle "0" for Not Exposed):	(0) Not Exposed	(1) Training Level	(2) Improving Toward Entry Level	(3) Entry Level	(4) Exceeds Entry Level
12. Communicate in spoken and written English	0	1	2	3	4
13. Read and understand written information	0	1	2	3	4
14. Have and apply computer skills	0	1	2	3	4
15. Demonstrate customer service skills	0	1	2	3	4
16. Use and apply basic math	0	1	2	3	4

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEGEND**

- (0) NOT EXPOSED:** Crew Member was not provided the opportunity to achieve this objective or demonstrate the skill.
- (1) TRAINING LEVEL:** Preparing to become work-ready, but has difficulty completing tasks without prompting and repeated help. Does not readily request help. Does not attempt task before asking for or receiving assistance.
- (2) IMPROVING TOWARD ENTRY LEVEL:** More work ready. Has difficulty completing some tasks. May attempt task before asking for help, needs prompting or assistance.
- (3) ENTRY LEVEL:** Meets and demonstrates the skills at a level equal to what is expected of any employee in a similar position. Completes tasks and work projects with and without help. Improves work using team or supervisor feedback. Meets quality standards.
- (4) EXCEEDS ENTRY LEVEL:** Demonstrates mastery of skills at a level above what is expected of any employee in a similar position. Uses information generated personally and by others to improve work quality. Identifies problems before they arise and makes adjustments accordingly. Exceeds work expectations for quality and attends to detail in the development of projects and assignments.



### Sample Learning Objectives

- Understand the difference between native and non-native plants and their impact on the ecosystem
- Ability to define watershed and list functions of a watershed
- Develop a working knowledge of basic ecology terms such as ecology, species, population, community, habitat, niche, ecosystem, biosphere.
- Understand such ecological concepts as Life History Strategies, Carrying Capacity, Competition, and Symbiosis.
- Understanding of food webs and the different roles species play (producers, consumers, decomposers)
- Basic understanding of the watershed structure.
- Understand basic functional differences between lakes and streams
- Understand the nature of bird diversity in watersheds and how birds use different parts of the watershed as habitats
- Demonstrate knowledge of how changes in watersheds affect birds and how different species can be monitored to obtain information on the health of watershed habitats
- Develop an understanding of measures that individuals can take to protect and restore watersheds to help birds and improve overall watershed health
- Understand the functions of a wetland and how it relates to a watershed
- Identify major causes of wetland loss and degradation (human and natural threats)

### Sample Academic Enrichment, Career Exploration, and Personal Improvement Learning Objectives

- Sonoma County Work-Ready Certification
- Individualized Career Assessment (i.e. Kuder)
- Updated resume with recorded skills and knowledge gained from the summer program
- Work on SYEC common curricular components

