

Structured Learning Experience (SLE) Grading Policy

You may obtain up to 75 hours of the total required hours during the summer months if you have gone through all steps in the SLE approval process and received an email with an approval date.

SLE APPROVAL PROCESS

1. _____ Propose a site via the SLE Proposal assignment in Google Classroom.
2. _____ Read an email telling the student one of the following:
 - a. if the proposal is acceptable and to continue with the next step (including obtaining working papers if the SLE will be paid).
 - b. if it is incomplete and needs more information to be shared with the Structured Learning Coordinators.
 - c. if it needs additional time for further review.
 - d. if it has been denied.
3. _____ Submit completed pages of the Agreement as a PDF in the correct assignment spot in Classroom once proposal email has been received indicating to proceed.
4. _____ Read an email indicating the SLE has been approved and how to proceed with logging hours, submitting timesheets, the Professional Development Plan, etc.

*** No hours will be counted until students have gone through all the steps in the process in the proper order.

*** Adequate time for the site evaluation and approval process is needed.

Timesheets are expected to be accurately and thoroughly completed and submitted as PDFs in a timely manner. Timesheets are due in Google Classroom as PDFs no later than one week after the completion of a 2-week work timeframe with the exception of the end of the marking periods. All due dates will be posted in Classroom. Incomplete or late submitted timesheets will result in a grade reduction.

NOTE: Due dates may be modified due to changes in school calendars or weather related events.

1st Quarter (All timesheets and assignments due NO LATER THAN 8 am TBD)

- Resume, Cover Letter, Goals & Aspirations Statement, Professional Development Plan/s (First three items **due by 8am 6/1/18** in Classroom) 40%
- Timesheets with Mentor's Evaluation and Student's Reflective Log 20%
- Internship Hours - one-quarter of total required hours=goal 20%
- Communication Effectiveness 20%

2nd Quarter (All timesheets and assignments due by 8 am TBD)

- Professional Development Plan/s 10%
- Timesheets with Mentor's Evaluation and Student's Reflective Log 40%
- Internship Hours – one-half of total required hours=goal 40%
- Communication Effectiveness 10%

3rd Quarter (All timesheets and assignments due by 8 am TBD)

- Professional Development Plan/s 10%
- Timesheets with Mentor's Evaluation and Student's Reflective Log 40%
- Internship Hours - three-quarters of total required hours=goal 40%
- Communication Effectiveness 10%

4th Quarter (All timesheets and assignments **due by 8 am 6/17/19**)

- Professional Development Plan/s, Questionnaire, Thank You Note/s 30%
- Timesheets with Mentor's Evaluation and Student's Reflective Log 30%
- Internship Hours - completion of total required hours=required for graduation 30%
- Communication Effectiveness 10%