

## Bollman Technical Education Center

### Service Learning Time Sheet for ½ Elective Credit =60 hrs/Semester

Student Name \_\_\_\_\_ Student Phone \_\_\_\_\_

Bollman Program \_\_\_\_\_ Period(s) \_\_\_\_\_

Student e-mail \_\_\_\_\_

Company Name or Name of Event: \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Supervisor E-mail \_\_\_\_\_

**Incomplete forms will not be accepted.**

Date	Time In	Time Out	Supervisor's Signature	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

Total Hours: \_\_\_\_\_

Return to Mrs. Baxter, Hire Ed. Coordinator, BTEC 720-972-5859

[Stormie.s.baxter@adams12.org](mailto:Stormie.s.baxter@adams12.org) Students must complete 60 hours for ½ elective credit.

## Bollman Technical Education Center

### WorkPlace Essential Skills

Student Name \_\_\_\_\_ Student Phone \_\_\_\_\_

Bollman Program \_\_\_\_\_ Period(s) \_\_\_\_\_

Student E-mail \_\_\_\_\_

Company Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Supervisor E-mail \_\_\_\_\_

Grading Scale: 3 – Meets Standard 2 – Approaching Standard 1- Below Standard

	Meets Standard - 3	Approaching Standard - 2	Below Standard - 1	N/A	Comments
<u>Critical Thinking/Problem Solving:</u> * Understand cause and effect * Develop, analyze, and evaluate solutions *Reason effectively * Reflect critically on learning					
<u>Information Literacy/Technology:</u> *Access and assess information efficiently, critically, and competently *Manage the flow of information from a variety of sources					
<u>Professionalism:</u> * Take personal responsibility *Behave honestly and ethically *Display positive attitude *Flexibility *Respect for self and others *Dress appropriately					
<u>Teamwork/Collaboration:</u> *Work effectively with others *Cooperate for a common purpose *Communicate effectively and appropriately *Use teamwork and leadership skills effectively					
<u>Work Ethic:</u> * Demonstrate initiative and self direction *Be productive and meet deadlines *Follow directions *Attend every day * Manage goals and time effectively *Ability to prioritize					

Subtotals: \_\_\_\_\_ Total score \_\_\_\_\_

Return to Mrs. Baxter, Hire Ed. Coordinator, Fax: 720-972-5869 or email: [Stormie.s.baxter@adams12.org](mailto:Stormie.s.baxter@adams12.org)