

**Foothill - De Anza Community College District
Co-operative Education Work Experience Program**

De Anza College

III. Grading Scale

<u>Total Points Earned</u>	<u>Letter Grade Awarded</u>
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
59 or below	F

Co-op courses provide California State University transferable units and are letter graded. You may choose to use the Pass/No Pass option waiving you right for a letter grade. If you choose this option, the proper documentation must be filed with the Admissions & Records Office. Please check with the Admissions & Records Office for requirements and timelines.

SECTION 1

<u>Points Earned</u>	<u>MAXIMUM POINTS</u>
Student initiated calls to instructor (2 points each)	6
Individualized midterm / project completed and submitted on time.	20
Typed Self-Evaluation Report	20
Time Cards (3 points each)	9
Card on time - 3 points each	
Late time card - 1 point each	
No time cards – student automatically fails the course	
Program Evaluation	0
<u>Total points earned for Section 1 (potential)</u>	<u>55</u>

SECTION 2

The student's supervisor evaluates objectives and the instructor calculates the points as follows:

Outstanding	45	
Good	40	
Average	25	
Fair	10	
<u>Total possible points for Section 2 (potential)</u>		<u>45</u>

Total possible points for Section 1 and 2 100

Rating of the individual objectives will be averaged. Learning objectives must be completed and evaluated during the current quarter to receive scores and grade. No incomplete grades are given in this course. Student must notify the office of any changes in the their work status, schedule and academic standing.