WBL Final Exam

For your final exam you will type a one page reflection paper on your work based learning work experience for the year. The first paragraph will be an introduction paragraph. Include your place of employment, the location of the employment, and your supervisor/mentor (one that you work under the most). Paragraph two should discuss your day to day tasks. You should be able to think of at least 4 tasks. Include detailed information about your tasks (example: I conduct customer transactions using cash register. I greet guests and seat them at tables or in waiting areas). Paragraph three is a self-evaluation paragraph. Note areas you feel you have grown as an employee. The final paragraph is a conclusion. Discuss what goals you have to become a better employee and what changes you plan on making to achieve them. List at least three goals/changes.

Format:

At top left hand side of paper have the following:

First and Last Name
WLB Final Exam – 2nd Semester
Date

Use Arial font with a 12 pt.
Do not double space except between paragraphs.
Each paragraph should be at least 4 compete sentences.
Save as: last name first initial underscore wblexam1. (example **dininoj_wblexam1**)

Due date: Dec 17th

See page two for Rubric

WBL FINAL EXAM

Areas	20	15	10	5	Total
Paragraph one	Place of employment, location, supervisor/mentor. At least four complete sentences	Missing only one of the four required items	Missing two of the four required items	Missing three or more of the four required items	
Paragraph two	At least four tasks. Tasks are explained in good detail At least four complete sentences	Tasks are listed. Detail is efficient enough to understand.	Less than three tasks. Detail is fair but vague.	Less than three tasks. Detail is poor.	
Paragraph three	At least two areas listed At least four compete sentences	Areas are list. Detail is efficient enough to understand.	Less than three tasks. Detail is fair but vague.	Less than three tasks. Detail is poor.	
Paragraph four	Goal(s) at least three Each goal has an action plan to achieve them.	Goals are list. Detail is efficient enough to understand.	Less than two goals. Detail is fair but vague.	Less than two goals. Detail is poor.	
Total					