**WMCTC Grading Breakdown**

**Work ethics** – Students start with 20 points a day in this category, this is 100 points a week. Since students are in class an average of 2 hours a day, this equals 10 points an hour. I like to equate this to working in industry and earning $10.00 an hour at a job. Would we get paid at work if we were late? Called off? Off task? Out of uniform? Forgot/didn’t do our assignments? Our employers do not pay us to “just show up,” so to emulate the workforce, students do not earn their work ethic points simply by showing up for the day.

 Enclosed in this packet is a “Work Ethics Rubric”. (WER) This rubric is broken down into nine categories. Each of these categories is broken down into positive work ethics comments and poor work ethics comments. Students will earn and keep their 20 points each day by adhering to the WER. Point deductions are spelled out in each category of the WER. For example, if a student is talking during theory they will lose points in the “Initiative” category. The code that will be entered into the computer for this point deduction would be (I-8). If a student is maintaining a neat and orderly work area, the category for this is “Housekeeping/Materials/Equipment” and the code would be (HME-1).

**Knowledge-**  **A 93 – 100 B 85 – 92 C 77 – 84 D 70 – 76 F BELOW 70**

This is any work that is done to assess information students have retained from class. This includes, but is not limited to, daily journal entries, daily math, homework assignments, quizzes, verbal quizzes, and tests.

 Homework is due upon arrival to class on date due. No time will be given to work on homework assignments in class unless otherwise stated by instructor. Work not handed in on time will receive a Zero. Students will not be permitted to work in the lab until assignment is completed, however, the zero for a grade will remain. Complete your assignments before you come to class & you will not miss any hands-on activities.

In the case of illness/absences, students are given 3 days to complete their assignments. If student was present for class on the day assignment was handed out, it will due upon their arrival back to school.

 All work must be completed using blue or black ink or pencil. Credit will not be given to work done in other colors of ink. Industry dictates the use of only blue or black inks when making documentations. Instructor corrections on assignments are done in other ink colors. In order for student to receive a grade for work done in colored ink, it must be completed again & handed in before they may participate in lab activities.

All work handed in with no name on it will be given a zero. In order for student to receive a grade for this work, it must be completed again and handed in before they may participate in lab activities.

Work must be completed one week prior to the end of the marking period. Any work not handed in by this time will stand at a zero. WMCTC grades cannot be changed on assignments from past marking periods.

Your grade is 100% completely up to you!!! By not handing in assignments, zeros can add up and grades can drop quickly. Extra credit will not be issued to bring up grades…. If the assignments were not completed the first time they were assigned, it is not the responsibility of the instructor to create new assignments to bring up failing grades.

Old Proverb: *“You can’t be upset with the grade you didn’t get for the work you didn’t do.”*

**Skill** – This is the hands-on portion of the class. The PA Dept. of Education created and requires to be implemented a Task Grid, or Program of Study (POS), of 273 tasks that must be completed independently by each student in order to receive a certificate of course completion at the end of their years spent in the Culinary Arts program. Ability to **accurately and independently complete the tasks on the POS** can also help with free college credits upon students’ graduation of this class…between 4-9 free college credits for certain schools.

**Each skill will be graded between 1-10, in accordance with the scale listed above for knowledge grades.**

10 – Perfect independent performance

9.5 – Excellent independent performance

8.5 – Above average independent performance

7.5 – Average independent performance

6.5 – Average performance with minimal instructor assistance

5.5 – Average performance with substantial instructor assistance

4 – Below average performance, asked for substantial instructor assistance

3 – Below average performance, did not ask for instructor assistance

2 – Below average performance, minimal attempt to complete task, no instructor assistance requested

1 – No attempt was made to complete this task

I will make it my best attempt to update grades no less than once a week, usually on the weekends, so we can start Mondays with up-to-date grades.

If student/guardian has any questions about grades, please do not hesitate to ask.

I understand the WMCTC grading breakdown and will follow the procedures laid out here to have a successful school year.

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 Student Signature Date

I have read/understand the WMCTC grading breakdown.

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 Parent/Guardian Signature Date