

## Proficiency Check Form

Name: \_\_\_\_\_

Before you do the task, your Faculty Coordinator must decide the proficiency level on which you should function: Intermediate Low, Intermediate Mid, etc.

To receive points on the assignment, you will need to demonstrate to 2 fellow students for each “Can Do” task that you can do the task. Once they sign off that you can do this, you will need to demonstrate to your LF that you can do the task as well. If your LF cannot certify that you can do the task adequately, he/she will advise you how to improve. After you have followed his/her advice and improved your performance you will return to your LF for his/her approval. To get full credit, all tasks must be certified by the following week and submitted to your Faculty Coordinator who will ask you to demonstrate one task of his/her choice. If you are unable to complete all the tasks you will have 2 options: 1) you will need to determine if the reason you are not able to complete the tasks is because you are attempting tasks that are too high of a level for your current abilities. If so, then you should try to complete the tasks for the lower level during the following week. This is a one-time offer during the first week. If you can fulfill all the tasks for the following week (in addition to the new homework assignment), you will be given full points. 2) If you need more time to fulfill the tasks, you will have until the following week’s meeting to complete the tasks and demonstrate to your Faculty Coordinator that you can perform them but you will only receive partial credit. These check forms will provide you with the incentive to work on developing these skills and increase your proficiency. They will play a critical role in how you are graded in the course.

**Week 9:**  
**Theme: Work and Career Plans**

**Novice High/Intermediate Low**

*Novice high: partial control*

*Intermediate Low: full control, but barely.*

<b>Can Do Task</b>	<b>Sign Off from Fellow Student</b>	<b>Sign off by LF</b>
I can give basic information about my work (e.g., what my job is, where I work, what I do).		
I can describe my work in short sentences. (What product my company provides, where it is located, how many coworkers I have, what my boss is like, etc.).		
I can ask basic questions of others about their current jobs and career plans.		

## Intermediate Mid

*Solid control of Intermediate functions, a few peaks into Advanced-level narration and description in present, past and future time frames.*

<b>Can Do Task</b>	<b>Sign Off from Fellow Student</b>	<b>Sign off by LF</b>
I can provide information about my work and career goals that is several-sentences long.		
I can ask and answer follow-up questions about my work and my coworkers.		
I can give some information about my role at work.		
I can narrate and describe in present, past, and future times SOME of the time about work and career-related topics; even though I know I make mistakes, I am not afraid to try. I can talk about my successes at work, including memorable past experiences.		

**Intermediate High/Advanced Low**

*Intermediate High: able to narrate and describe in present, past and future time frames in connected discourse MORE THAN HALF OF THE TIME*

*Advanced Low: Advanced functions ALL of the time, but barely.*

<b>Can Do Task</b>	<b>Sign Off from Fellow Student</b>	<b>Sign off by LF</b>
I can relate work-related experiences in present and past time frames with enough details to give a paragraph-length "picture."		
I can elaborate about topics of special interest to me (e.g., qualities I admire in my boss, the best company to work for, the most useful classes I took in college, etc.) and answer questions about them.		
I can compare my current work environment with a previous work environment.		
I can clear up a problem with a boss, coworker, or client.		
I can express my opinion about basic work-related topics. Although I make mistakes while dealing with complex issues, I am not afraid to try.		

**Advanced Mid/Advanced High**

*Advanced Mid: solid control of narration/description all time frames + peaks into Superior functions*

*Advanced High: Solid control of Advanced functions + ability to develop arguments, support opinions and hypothesize MORE THAN HALF OF THE TIME in the context of extended discourse.*

<b>Can Do Task</b>	<b>Sign Off from Fellow Student</b>	<b>Sign off by LF</b>
I can give full descriptions and tell detailed stories about a work-related topic or experience in present and past time frames.		
I can discuss topics related to work or career plans, such as the costs and benefits of getting an MBA, investing in a retirement plan, early retirement, etc.).		
I can speculate at length on what the world would be like IF... (if companies gave men longer paternity leaves, if companies created their own universities instead of recruiting prospective workers from other universities, if the mandatory retirement age was set at 75, etc.).		
I can participate actively and react to others appropriately in discussions related to work, providing some facts and rationales to back up my statements.		
I can exchange complex professional information to engage in collaborate work with my counterparts.		