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| **INSTRUCTIONS** |
| For completion by the Community Rehabilitation Provider after the completion of summer work experience.  |
| If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](https://dese.mo.gov/veterans-services) or visit [www.dese.mo.gov/veterans-services](http://www.dese.mo.gov/veterans-services) |
| STUDENT NAME | CRP NAME |
| **WORK EXPERIENCE INFORMATION** |
| SITE NAME  | PHONE NUMBER |
| SITE ADDRESS |
| POSITION TITLE | START DATE | END DATE |
| **WEEKLY REVIEW**  |
| Use the following evaluation scale when evaluating a student’s job tasks and soft skills.* Not applicable
* Unable to complete task — cannot complete task with or without supports
* Successful with staff supports — requires reminders, prompts, role playing, staff assistance
* Independent with accommodations — task list, accommodations, does not require staff assistance
* Independent — no supports needed to complete task

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| **JOB TASKS — WEEK ONE** List each job task assigned along with the support level required for each task. | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
| **SOFT SKILLS — WEEK ONE**Evaluate the following soft skills. | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email **civilrights@dese.mo.gov**.

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| Supports and accommodations utilized $— $list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identified $— $include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |
| Concerns and barriers discussed $—$ include areas of growth and opportunity in job tasks and soft skills. |
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| **JOB TASKS — WEEK TWO** List each job task assigned along with the support level required for each task. | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
| **SOFT SKILLS — WEEK TWO**Evaluate the following soft skills. | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |
| Supports and accommodations utilized $— $list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identified $—$ include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |
| Concerns and barriers discussed$ — $include areas of growth and opportunity in job tasks and soft skills. |
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| Task 1 | Choose an item. |  |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
| **SOFT SKILLS — WEEK THREE**Evaluate the following soft skills. | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |
| Supports and accommodations utilized$ — $list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identified$ — $include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |
| Concerns and barriers discussed$ — $include areas of growth and opportunity in job tasks and soft skills. |
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| **JOB TASKS — WEEK FOUR** List each job task assigned along with the support level required for each task. | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |
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| **JOB TASKS — WEEK THREE** List each job task assigned along with the support level required for each task. | Additional comments |

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| **SOFT SKILLS — WEEK FOUR**Evaluate the following soft skills. | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |
| Supports and accommodations utilized$ — $list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identified$ — $include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |
| Concerns and barriers discussed $— $include areas of growth and opportunity in job tasks and soft skills. |

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| **JOB TASKS — WEEK FIVE** List each job task assigned along with the support level required for each task. | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |

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| **SOFT SKILLS — WEEK FIVE**Evaluate the following soft skills. | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |

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| Supports and accommodations utilized $— $list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identified$ — $include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |

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| **JOB TASKS — WEEK SIX** List each job task assigned along with the support level required for each task. | Additional comments |
| Task 1 | Choose an item. |  |
| Task 2 | Choose an item. |  |
| Task 3 | Choose an item. |  |
| Task 4 | Choose an item. |  |
| Task 5 | Choose an item. |  |
| Task 6 | Choose an item. |  |

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| **SOFT SKILLS — WEEK SIX**Evaluate the following soft skills. | Additional comments |
| Communication | Choose an item. |  |
| Enthusiasm and attitude | Choose an item. |  |
| Teamwork | Choose an item. |  |
| Networking and professional relationships | Choose an item. |  |
| Professionalism and work ethic | Choose an item. |  |
| Problem solving and critical thinking | Choose an item. |  |
| Self-advocacy | Choose an item. |  |

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| Supports and accommodations utilized$ — $list types of accommodations, supports, and prompts used, and outcomes. |
| Strengths and abilities identified$ — $include positive skills or character traits, knowledge, attributes, and skills in job tasks and soft skills. |
| Concerns and barriers discussed$ — $include areas of growth and opportunity in job tasks and soft skills. |
| Additional comments: |
| Student/Parent feedback: |
| By signing below, I certify summer work program services, as documented within; including dates and times are accurate to the best of my knowledge. |
| PARTICIPANT SIGNATURE | DATE |
| BUSINESS REPRESENTATIVE SIGNATURE | DATE |
| CRP STAFF SIGNATURE | DATE |

 Parent signature not required.

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