



NJ Structured Learning Experience (SLE) Worksite Evaluation

For Supervising All SLEs

Student Name: _____ Date of Visit: _____

District/School: _____ Business/Agency: _____

Per [N.J.A.C. 12:58-1.2\(d\)5](#), worksite supervisions by a trained SLE coordinator or Cooperative Education Coordinator (CEC) are to occur every tenth day that the student reports to the SLE worksite. To ensure compliance with the requirements at the worksite, check the boxes below that are being met. Use the following prompts to facilitate a discussion with the worksite mentor and student to evaluate the SLE. Indicate which prompts are used during the discussion (*add additional prompts as necessary*) and use the observations and comments box to provide a narrative of your discussions.

- The student’s worksite duties are for educational and training purposes only.
- Copy of the signed individualized Student Training Plan is maintained at the worksite.
- Copy of the signed Business/Agency Agreement is maintained at the worksite.
- The worksite observation is conducted by a trained SLE coordinator or CEC.
- The student’s worksite duties are supervised by a worksite mentor designated by the business/agency.
- Prohibited equipment and duties are not a part of the student’s worksite duties.

✓	SLE Worksite Mentor Discussion Prompts
	How are you providing a safe work environment for this SLE?
	How is the student’s attendance and punctuality?
	Is the student’s attire appropriate?
	How is the student’s communication and teamwork with others at the worksite?
	Is the student being given a wide range of activities during the SLE?
	What opportunities are available for student growth?
	What objectives in the individualized Student Training Plan have been met/unmet?
	Do you have any concerns?
<p><i>Additional Prompts:</i></p>	

✓	SLE Student Discussion Prompts
	What are you working on?
	How does this align to your in-school learning?
	What is something new that you have learned?
	Do you feel challenged at this SLE and know why you are doing what you are doing?
	What sample of work do you have to showcase your experience?
	What do you wish you learned at school that would have helped on the job?
	Do you enjoy this SLE?
	Do you have any concerns?
<p><i>Additional Prompts:</i></p>	

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Observations and Comments:

The business/agency further understands that the worksite must be consistent with “Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability” as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R, §104.4, §106.38 (a)(b), and §100.3 (c).

The undersigned SLE coordinator or CEC, supervising worksite mentor, and SLE student have discussed the ongoing SLE and have found the experience to comply with the requirements set forth in [N.J.A.C. 12:58-1.2\(d\)5](#), [N.J.A.C. 12:56-18.2](#), and [N.J.A.C. 6A:19-4](#).

Signature of SLE coordinator or CEC: _____ Date: _____

Signature of Worksite Mentor: _____ Date: _____

Signature of Student: _____ Date: _____