**2017 2018 HEAL COOKING EVENT GRADING FORM**

**Intern:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preceptor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your involvement in the HEAL Cooking event will vary based on your rotation schedule. Describe below your role(s) in the event and the preceptor will add scores.**

**Pre Event Planning (ask students/coaches for ideas, menu, recipes, costing menu and adjusting to fit $200 budget, design invitation, design Red Cap post event survey for students and HEAL coaches to complete )**

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| **Describe Your Role** | **Criteria**  **Attn to Detail**  **High Work Quality**  **Managed Time**  **Kept Students in Mind**  **TOTAL** | **Possible Points**  **25**  **25**  **25**  **25**  **100** | **Actual Points** |

**Pre Event Organizing (order food, organize to do lists, assign menu items/recipes to teams, organize time sequence of events for the day before and the day of the event)**

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| **Describe Your Role** | **Criteria**  **Attn to Detail**  **High Work Quality**  **Managed Time**  **Kept Students in Mind**  **TOTAL** | **Possible Points**  **25**  **25**  **25**  **25**  **100** | **Actual Points** |

**Pre Event Communicating (update HEAL coaches on menu, invitation, team roles, send invitation to Next Steps faculty/designated students, confirm prep space with Chef and teaching kitchen access with Rec Center, )**

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| **Describe Your Role** | **Criteria**  **Attn to Detail**  **High Work Quality**  **Managed Time**  **Kept Students in Mind**  **TOTAL** | **Possible Points**  **25**  **25**  **25**  **25**  **100** | **Actual Points** |

**Event (food prep the day before, food prep the day of, transporting food and supplies safely to the teaching kitchen, setting up the teaching kitchen, cleaning up the kitchen, interacting with your student, helping the event run smoothly, making all students feel welcome- included and engaged)**

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| **Describe Your Role** | **Criteria**  **Attn to Detail**  **High Work Quality**  **Managed Time**  **Kept Students in Mind**  **TOTAL** | **Possible Points**  **25**  **25**  **25**  **25**  **100** | **Actual Points** |

**Post Event (send Red Cap survey, tally the results and recommend revisions for the spring event)**

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| **Describe Your Role** | **Criteria**  **Attn to Detail**  **High Work Quality**  **Managed Time**  **Kept Students in Mind**  **TOTAL** | **Possible Points**  **25**  **25**  **25**  **25**  **100** | **Actual Points** |

**AVERAGE SCORE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**