Rubric for On-Site Student Evaluation

**Task Description:** *(Teacher may explain specific assignment in this space.)*

*Write text here.*

| *Criteria* | Exemplary4 | Effective3 | Minimal2 | Unsatisfactory1 | Score |
| --- | --- | --- | --- | --- | --- |
| ***Policies/ Regulations*** | * Consistently follows workplace/school policies and procedures
* Consistently completes and files paperwork **on time**
 | * Often follows workplace/school policies and procedures
* Completes and files paperwork
 | * Seldom follows workplace/school policies and procedures
* Often paperwork does not meet requirements
 | * Disregards workplace/school policies and procedures
* Rarely completes and files paperwork on time
 |  |
| ***Dependability*** | * Consistently follows instructions
* Always uses good judgment
* Always is punctual
* Rarely absent
 | * Often follows instructions
* Uses good judgment most of the time
* Punctual most of the time
* Few absences
 | * Sometimes follows instructions
* Needs help determining good judgment
* Frequently late
* Repeated absences
 | * Rarely follow instructions
* Consistently undependable
* Usually late
* Chronic absenteeism
 |  |
| ***Cooperation/ Teamwork*** | * Consistently motivates and assists others
 | * Quick to volunteer and assist others
 | * Generally works well with others
 | * Seldom works well with others
 |  |
| ***Initiative*** | * Consistently strives to learn and improve
 | * Often keeps self-occupied
 | * Sometimes finds work for self
 | * Seldom finds work without supervision
 |  |
| ***Quality of Work****-Productivity**-Accuracy**-Neatness**-Thoroughness* | * Consistently superior
 | * Sometimes exceeds requirements
 | * Consistently satisfactory
 | * Often unacceptable
 |  |
| ***Personal Attributes****-Appearance**-Courtesy* | * Consistently inspires confidence and rapport
* Professional appearance
 | * Well-liked and respected
* Appropriate appearance
 | * Usually gets along with others
* Makes fair impression
 | * Seldom attracts respect from others
* Appearance lacks polish
 |  |

**Notes:** *Write text here*

**SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/24**

**Grading Legend**

*(A guide for teachers to breakdown grade distribution based on score)*

|  |  |
| --- | --- |
| Points Earned | Grade Breakdown |
| 19-24 | **A** |
| 12-18 | **B** |
| 6-11 | **C** |
| 1-5 | **D** |