

Name _____ Grade _____ Teacher/Class _____

Student Grading Rubric for Guidance Lessons

	Name of Lesson (points)	EMERGING 0-1 point	PROFICIENT- 2 points	ADVANCED 3 points	EXCELLING- 4 -5 points	Number of Points
Lesson	Bell Work Folders (5) Map (5)	Messy, missing, incomplete Bell work	Bit messy, some bell-work, missing requirements	Neat, map colored neatly, States and capitals filled in, All forms completed	Organized, neat, map complete and colorful, all states, capitals and post- secondary institutions recognized	
1	Setting Goals (15)	No goals set Charts incomplete of non-existent	Some goals set Missing charts ,or incomplete	Goals set Charts filed in on regular basis	Solid, attainable goals set All charts filled in neatly "How did I do?" complete	
2	Career Inventory Survey (5)	Incomplete, poorly scored	Some thought into answers No highlighting	Complete, answers, Thought put into answers Highlighted w/ top 3	Very well thought out , complete answers Highlighted	
3	16 Career Clusters (5) Tri-Fold Book (5)	Incomplete, poorly designed, messy	Some answers Tri- fold book incomplete, messy	Clusters complete Tri-fold book completed	Exceptionally thought out answers Tri-fold book is nicely designed, organized, artistic	
4	First Impression,-- Eye Contact/Greeting/Handshake (5)	No participation No eye-contact, poor handshake, little greeting. No worksheet	Some eye-contact, Handshake weak, Little greeting Worksheet incomplete	Firm handshake, eye- contact, proper greeting, Worksheet complete	Exceptional greeting, handshake, eye-contact & questions. Excellent participation. Worksheet well done.	
5	Bummer Words vs. Positive Words Worksheet(5) Bummer Sticker (5)	No worksheet No Bummer Sticker	Worksheet incomplete. Bummer Sticker incomplete.	Worksheet completed Bummer Sticker completed.	Excellent worksheet answers. Excellent Bummer Sticker message, creative, neat	

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6	Personal Assets (5)	No worksheet No Tri-fold book	Incomplete worksheet and Tri-fold book	Worksheet completed. Documentation in Tri-fold book.	Answers well thought out. Shared with other students. Tri-fold documentation neat	
7	Conducting an Interview (5)	No Interview worksheet	Incomplete worksheet and interview. Poor participation.	Complete Interview Positive interaction with Interviewee	Very professional interview . Excellent collaboration with Interviewer	
8	Parent consent form, (5) Dress code form (5) Job Shadow Evaluation Form (5)	NO signed forms Did not attend Field Trip due to behavior	Forms Incomplete Brochure incomplete or not turned in.	Forms complete, with signatures Turned in on time. Job Shadow Brochure complete.	All forms signed, turned in on time. Excellent participation w/ businesses. Job Shadow Brochure complete, neat and turned in on time.	
9	Follow-up to Job Shadow Day Evaluation Form (5)	No participation	Incomplete evaluation	Complete evaluation Turned in on time.	Excellent comments, Thank you note to businesses	
10	Know Myself (5) Check List of Activities (5)	No worksheets. No participation.	Incomplete Little participation.	Complete d all worksheets. Turned in on time.	Excellent answers, Well thought out. Shared out w/ group. Neat.	
11	Writing a Student Resume (5)	No resume No participation	Incomplete, Little participation	Complete resume. Turned in on time.	Excellent resume. Well thought out answers. Shared out w/ group. Neat	

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12	GPA, Graded, Credits (10)	No participation	Incomplete, Little participation	Complete d all worksheets. Turned in on time.	Excellent work. Used pertinent grades. Gained solid understanding of credits, attendance and grades	
13	4-Year Plan Fall/Spring (10)	No worksheets. No participation.	Incomplete, Little participation	Completed 4-Year plan. Turned in on time.	Excellent, well thought out 4-Year Plan. Good understanding and foresight for high school	
14	College Exploration (10) Presentation (15)	Not turned in No participation.	Incomplete Poor performance in group.	Completed worksheet Good preparation notes. Positive group experience	Excellent project. Positive computer lab skills. Excellent group participation.	
15	College Color Day Business letter (5) College color day (5)	No participation.	Incomplete, Little participation	Completed business letter. Turned in on time. Good research on computer about college.	Excellently written business letter. Mailed out on time. Shared information received. Excellent participation in College Color Day	
16	Road to College (10)	No participation.	Incomplete, Little participation	Good participation w/ group. Project turned in on time	Excellent participation w/group. Creative work. Participated w/ "road to college" visual.	
	Reflection on Career Unit Unit test (5)	No folder No participation	Incomplete	Good participation. Folder complete	Excellent participaton. Excellent reflection on	

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17	Self-reflection of Folder and unit materials (15)			Nicely presented.	unit. Folder neat, organized and complete (with made-up assignments if needed)	
	TOTAL POINTS					

COMMENTS on Unit:

What worked?

What didn't work?

What needs to be changed?
