

PRDV 185 Required Grades

Projects

- 1 Resume (100 pts.) _____
- 1 Reference Page (25) _____
- 2 Cover Letter (75) _____
- 3 Pocket Book (100) _____
- 3 Application (100) _____
- 4 Interview (100) _____
- 5 Follow-up Letter (50) _____
- 6 Self-Eval. (10) _____

Activities

- | | |
|---------------------------|-----------------------------|
| 1 Grading _____ | 10 Info Interview _____ |
| 2 Email Access (10) _____ | 11 Research Jobs (15) _____ |
| 3 Marketing (10) _____ | 12 Co. Research (10) _____ |
| 4 Credentials (15) _____ | 13 Appl./Pocket Book _____ |
| 5 Reference Page _____ | 14 Pre-Emp. Testing _____ |
| 6 Resume _____ | 15 Interviewing _____ |
| 7 Cover Letter _____ | 16 Int. Notebook (10) _____ |
| 8 Telephone (10) _____ | 17 Follow Up Letter _____ |
| 9 Networking (10) _____ | 18 Job Offer _____ |

FINAL GRADE: _____/650 pts.=_____

LETTER GRADE: _____

**PRDV185
Required "Open Projects" Grades**

150 pts. Attempted Required

(See Project Sheet 7 for details)

<u>Projects</u>	<u>Date</u>	<u>Grade</u>	<u>Points</u>
Project 1 _____	_____	_____	____/____
Project 2 _____	_____	_____	____/____
Project 3 _____	_____	_____	____/____
Project 4 _____	_____	_____	____/____
Project 5 _____	_____	_____	____/____
Project 6 _____	_____	_____	____/____

FINAL GRADE: _____/150 pts. =_____

LETTER GRADE: _____

**PRDV 185.0
Required Grades**

FINAL GRADE: _____/800 pts. =_____

LETTER GRADE: _____

PRDV 185.0 Grading Scale

A+ 776-800	B+ 712-743	C+ 648-679	D+ 592-615
A 744-775	B 680-711	C 616-647	D 560-591
F 559 and below			

Grading Checklists:

See the project sheets in the course packets for grading checklists on each of the following assignments.

Please turn in the project sheet for each final graded assignment:

- Resume/Reference Page (Project 1)
- Cover Letter (Project 2)
- Application/Pocket Book (Project 3)
- Interview (Project 4)
- Follow-up Letter (Project 5)
- Self-Evaluation (Project 6)
- Second Credit Assignments (Project 7)

Grade Conversion Scale

(From 12-point letter grade scale to percentages)

A+ 100%	B+ 92%	C+ 84%	D+ 76%
A 97%	B 89%	C 81%	D 73%
A- 94%	B- 86%	C- 78%	D- 70%
F 69% and below			

Rough Drafts:

You will get the opportunity to turn in several rough drafts of your resume, reference page, and cover letter. **Plan on it.** The first time or two I will look more at content than how it is formatted. As you turn in more drafts, I will grade more on format. You can keep turning these in until you get a perfect grade or until the final day to submit it, which ever comes first. No other assignments will be allowed to be turned in more than once.

Sample schedule to complete PRDV 185.0 in 15 weeks (individualized)

(NOTE: This schedule is only for the graded assignments.

You must also allow time for the reading and completing the steps listed in the study guide)

Dates of Attendance	Assignments Due	Dates of Attendance	Assignments Due
Week 1	Act. Sheets 1 - 4	Week 7	Act. Sheets 8-10 Network/Research/Phone
Week 2	Act. 5-6 RD Resume/Ref. Page	Week 8	Act. Sheet 11-12 Act. Sheet 13-14
Week 3	More RD Resumes & Reference Pages	Week 9	Project 3 (Application) Pocket Book
Week 4	Project 1 (Final Resume/ Reference Page)	Week 10	Act. Sheet 15-16 Prepare For Interview
Week 5	Act. Sheet 7 RD Cover Letter	Week 11	Project 4 (Interview) Act. Sheet 17-18
Week 6	Project 2 (Cover Letter) *after several drafts	Week 12	Proj. 5 (Follow-up Letter) Proj. 6 (Self-Evaluation)
		Weeks 13-15	Proj. 7 (Personalized Proj)