

Virtual Workplace Experience II

Portfolio Projects Resources – 03-06b Small Group Career Ladders Rubric



Name _____ Date _____ Period _____

Group				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
Delegation of Responsibility	Each student in the group can clearly explain what information is needed by the group, what information s/he is responsible for locating, and when it is due.	Each student in the group can clearly explain what information s/he is responsible for locating.	Each student in the group can, with minimal prompting from peers, clearly explain what information s/he is responsible for locating.	One or more students in the group cannot clearly explain what information they are responsible for locating.
Plan for organizing information	Students have developed a clear plan for organizing the information as it is gathered and in the final research product. All students can explain the planned organization of the research findings.	Students have developed a clear plan for organizing the information in the final research product. All students can independently explain this plan.	Students have developed a clear plan for organizing the information as it is gathered. All students can independently explain most of this plan.	Students have no clear plan for organizing the information AND/OR students in the group cannot explain their organizational plan.
Timeline	Group develops a reasonable, complete timeline describing when different parts of the work (e.g., planning, research, first draft, final draft) will be done. All in group can independently describe the main points of the timeline.	Group independently develops a timeline describing when most parts of the work will be done. All students in group can independently describe the high points of the timeline.	Group independently develops a timeline describing when most parts of the work will be done. Most students can independently describe the high points of the timeline.	Group needs adult help to develop a timeline AND/OR several students in the group cannot independently describe the high points of the timeline.
Interview and Presentation				
Required Elements (Title, career cluster overview, 10 career ladders, group reflection, bibliography)	The presentation includes all required elements as well as additional information.	All required elements are included in the presentation.	All but 1 of the required elements are included in the presentation.	Several required elements were missing.
Quality of Information	Information clearly relates to the career cluster. Application tips are supported by student experience.	Information clearly relates to the career cluster. Application tips mostly supported by student experience.	Information mostly relates to the career cluster. Application tips are generic and unsupported.	Information has little or nothing to do with the career cluster.
Sources	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.
Knowledge Gained	Students can accurately answer all questions related to facts in the presentation.	Students can accurately answer most questions related to facts in the presentation.	Students can accurately answer about 75% of questions related to facts in presentation.	Students appears to have insufficient knowledge about the facts or processes in the presentation.
Graphics	All graphics are related to the topic and make it easier to understand. All borrowed graphics have a source citation.	All graphics are related to the topic and most make it easier to understand. All borrowed graphics have a source citation.	All graphics relate to the topic. Most borrowed graphics have a source citation.	Graphics do not relate to the topic OR several borrowed graphics do not have a source citation.
Preparedness	Students are completely prepared and has obviously rehearsed.	Students seem pretty prepared but might have needed a couple more rehearsals.	The students are somewhat prepared, but it is clear that rehearsal was lacking.	Students do not seem at all prepared to present.
Time	Presentation was between 12-15 minutes in length.	Presentation was over 15 minutes or between 8-9 minutes in length.	Presentation was 6-7 minutes in length	Presentation was less than 6 minutes in length.

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Reflection				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
Sentence Structure and Grammar	Sentences are well constructed and there is no more than 1 grammatical errors.	Sentences are well constructed and there are minor grammatical errors.	Sentences lack proper construction but the point can still be found.	Poor sentence construction and grammar. Main point is unclear.
Connection	Reflection clearly speaks to the research performed and work produced and shows strong awareness of areas of strength and potential growth.	Reflection is mostly on topic and speaks to the work produced and shows some awareness of areas of strength and potential growth.	Reflection is mostly on topic but does not address either areas of strength or potential areas of growth.	Reflection is not on topic and does not address the work.