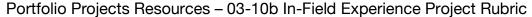
Virtual Workplace Experience II





Name Date Period Presentation 4 - Excellent 3 - Good 2 - Fair Letter of The student introduced The student introduced The student asked The student needed himself, explained why himself and asked permission to set up a assistance in all introduction he wanted to job shadow job shadow, but needed permission to set up a aspects of setting up job shadow, but needed at this company, and reminders to introduce the job shadow. asked permission to set a reminder to explain himself and to tell why up a time for an why he wanted to job he wanted to job shadow at the company. interview. shadow at the company. Quality of Responses clearly relate Responses generally Responses demonstrate Responses are generic to the questions and relate to the questions a lack of planning and and demonstrate no-Responses chosen career. It and chosen career. relate to the questions to-little research or includes several and chosen career field planning of chosen supporting details and/or less than 50% of the career. examples. time. No details given. Job Shadow Completed 2 weeks prior Completed 1 week prior Completed 3 days prior Completed 1 - 2 days **Permission Form** to job shadow to job shadow to job shadow prior to job shadow Job Duties & 8+ duties/skills listed and 3-4 duties/skills listed Minimal duties or Not included in any of the information **Descriptions** explained. and explained descriptions defined in paper and presentation presented Completed within 2 Completed within 3-4 Completed 4+ school Completed but with Thank You Letter school days after job school days after job days after job multiple grammar and shadow and is in shadow and is in shadow and is in mechanics errors OR appropriate format with appropriate format with in an informal format. appropriate format with correct grammar and correct grammar and minimal grammar and mechanics. mechanics. mechanics errors. Student can accurately Student can accurately Student can accurately Student appears to **Knowledge Gained** answer all questions answer most questions answer about 75% of have insufficient related to facts in the related to facts in the questions related to knowledge about the facts or processes in interview and facts in the interview and interview and the interview or presentation. presentation. presentation. presentation. Often mumbles or can **Speaks Clearly** Speaks clearly and Speaks clearly and Speaks clearly and distinctly all (100-95%) distinctly most (94-85%) distinctly some (50not be understood (Interview) the time, and of the time. 84%) of the time. mispronounces no words. **Preparedness** Student is completely Student seems pretty The student is somewhat Student does not seem prepared and has prepared but might have prepared, but it is clear at all prepared to obviously rehearsed. needed a couple more that rehearsal was present. rehearsals. lacking. Dress and grooming are Dress and grooming **Appearance** are casual AND/OR not appropriate the job setting. appropriate the job setting. Reflection Sentence Structure Poor sentence Sentences are well Sentences are well Sentences lack proper and Grammar constructed and there is constructed and there construction but the construction and no more than 1 are minor grammatical point can still be found. grammar. Main point is grammatical errors. unclear. errors. Connection Reflection clearly speaks Reflection is mostly on Reflection is mostly on Reflection is not on to the research topic and speaks to the topic but does not topic and does not performed and work work produced and address either areas of address the work. produced and shows shows some awareness strength or potential of areas of strength and areas of growth. strong awareness of areas of strength and potential growth. potential growth. Sources All sources (information All sources (information All sources (information Some sources are not and graphics) are and graphics) are and graphics) are accurately accurately documented accurately documented, accurately documented, documented. in the desired format. but a few are not in the but many are not in the

desired format

desired format.

