

Virtual Workplace Experience II

Portfolio Projects Resources – 03-10b In-Field Experience Project Rubric



Name _____ Date _____ Period _____

Presentation				
	4 – Excellent	3 – Good	2 – Fair	1 – NI
Letter of introduction	The student introduced himself, explained why he wanted to job shadow at this company, and asked permission to set up a time for an interview.	The student introduced himself and asked permission to set up a job shadow, but needed a reminder to explain why he wanted to job shadow at the company.	The student asked permission to set up a job shadow, but needed reminders to introduce himself and to tell why he wanted to job shadow at the company.	The student needed assistance in all aspects of setting up the job shadow.
Quality of Responses	Responses clearly relate to the questions and chosen career. It includes several supporting details and/or examples.	Responses generally relate to the questions and chosen career.	Responses demonstrate a lack of planning and relate to the questions and chosen career field less than 50% of the time. No details given.	Responses are generic and demonstrate no-to-little research or planning of chosen career.
Job Shadow Permission Form	Completed 2 weeks prior to job shadow	Completed 1 week prior to job shadow	Completed 3 days prior to job shadow	Completed 1 - 2 days prior to job shadow
Job Duties & Descriptions	8+ duties/skills listed and explained.	3-4 duties/skills listed and explained	Minimal duties or descriptions defined in paper and presentation	Not included in any of the information presented
Thank You Letter	Completed within 2 school days after job shadow and is in appropriate format with correct grammar and mechanics.	Completed within 3-4 school days after job shadow and is in appropriate format with correct grammar and mechanics.	Completed 4+ school days after job shadow and is in appropriate format with minimal grammar and mechanics errors.	Completed but with multiple grammar and mechanics errors OR in an informal format.
Knowledge Gained	Student can accurately answer all questions related to facts in the interview and presentation.	Student can accurately answer most questions related to facts in the interview and presentation.	Student can accurately answer about 75% of questions related to facts in the interview and presentation.	Student appears to have insufficient knowledge about the facts or processes in the interview or presentation.
Speaks Clearly (Interview)	Speaks clearly and distinctly all (100-95%) the time, and mispronounces no words.	Speaks clearly and distinctly most (94-85%) of the time.	Speaks clearly and distinctly some (50-84%) of the time.	Often mumbles or can not be understood
Preparedness	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.
Appearance	Dress and grooming are appropriate the job setting.			Dress and grooming are casual AND/OR not appropriate the job setting.
Reflection				
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.
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.