

LE JOURNAL INDIVIDUAL STAFF PERFORMANCE RUBRIC

STUDENT _____ QUARTER _____

At the end of each grading period performance on this rubric will account for approximately 1/5 of your grade determination.

1. INITIATIVE/ RESPONSIBILITY _____

- 5 Actively takes initiative. Emerges as a leader. Actively seeks work and ways to contribute to and improve the publication.
- 4 Volunteers for assignments and/or uses own resources to fulfill duties.
- 3 Accepts assignments when they are made and follows instructions adequately in carrying them out.
- 2 Consistently needs directions and is casual about carrying them out.
- 1 Shows little ability or willingness to discern what is needed on the publication and/or figure out ways to contribute to the quality.

II. RESPONSIBILITY/DEPENDABILITY _____

- 5 Actively takes responsibility for the quality of the publication.
 - Carries out individual responsibilities.
 - Volunteers to help others
 - Performs extra duties.
 - Continually revising and polishing own work and that of others.
 - Frequently works after school and on weekends
- 4 Consistently dependable in carrying out duties. Helps others when asked. Will redo or polish willingly.
- 3 Usually carries out duties, May need to be reminded.
- 2 Careless about completing duties/deadlines. Reluctant to put forth effort.
- 1 Performs little or no use to the publication.

III. COOPERATION _____

- 5 Cooperates at all times with other student staff members, with sponsor and with faculty, showing maturity in all relationships.
- 4 Consistently cooperative with both staff and faculty.
- 3 Gets along adequately with most people, most of the time,
- 2 Frequently uncooperative, sometimes difficult to get along with, requires special treatment.
- 1 A troublemaker; presence is definitely detrimental to the staff.

IV. CLASSROOM WORK _____

- 5 Works every day in class. Never needs monitoring. Always attentive.
- 4 Works consistently. Seldom needs monitoring. Usually attentive.
- 3 Tends to get off task. Needs monitoring. Occasionally inattentive.
- 2 Inattentive. Often talking when adviser or editors are speaking. Strays easily from task.
- 1 Does little work and/or a discipline problem.

TOTAL SCORE _____ X 3 _____

PERCENTAGE _____