



Student's Name:

Discipline and Character *Any out of school suspension will result in no points for this category	3 Points: No discipline referrals during the school year grading period	2 Points: There has been one discipline referral during the school year grading period	1 point: There have been no more than three discipline referrals during the school year	Student's Points:
Attendance and Punctuality *Punctuality will be assessed based on policies and procedures for tardies	3 Points: Student has maintained an attendance rate of at least 98 percent in all classes, not including excused absences	2 Points: Student has maintained an attendance rate of at least 96 percent in all classes, not including excused absences	1 Point: Student has maintained an attendance rate of at least 94 percent in all classes, not including excused absences	Student Points
Social Media Ethics: Pros and Cons of Using Social Media for Job Search and Networking	3 Points: Students scores 90-100 points on project	2 Points: Student scores 80-89 points on project	1 Point: Student scores 75-79 points on project	Student Points
Productivity and Academic Performance	3 Points: Student has an overall grade point average equivalent to a 3.5 on a 4.0 scale	2 Points: Student has an overall grade point average equivalent to a 3.0 on a 4.0 scale	1 Point: Student has an overall grade point average equivalent to a 2.5 on a 4.0 scale	Student Points
Responsibility and Organization <small>*Evidence must be documented in a student portfolio</small>	3 Points: Student always demonstrates strong personal management, and flexibility (Or scores 90-100 points on project)	2 Points: Student often demonstrates strong personal management, and flexibility. (Or scores 80-89 points on project)	1 Point: Student sometimes shows strong personal management, and flexibility. (Or scores 70-79 points on project)	Student Points

Attitude and Respect *Evidence must be documented in a student portfolio	3 Points: Student always demonstrates respect to students, teachers and administrators. (Or scores 90-100 on project)	2 Points: Student often demonstrates respect to students, teachers and administrators. (Or scores 80-89 points on project)	1 Point : Student sometimes demonstrates respect to students, teachers and administrators. (Or scores 70-79 points on project)	Student Points
Team Work and Work Habits *Evidence must be documented in a student portfolio	3 Points: Student always demonstrates team cooperation, has work completed on time, fosters team spirit. (Or scores 90-100 points on project)	2 Points: Student often demonstrates team cooperation, has work completed on time, fosters team spirit. (Or scores 80-89 points on project)	1 Point : Student sometimes demonstrates cooperation, has work completed on time, fosters team spirit. . (Or scores 70-79 points on project)	Student Points
Self management and Time Management *Evidence must be documented in a student portfolio	3 Points: Student always utilizes time wisely, turns in all assignments, shows leadership skills (Or scores 90-100 points on project)	2 Points: Student often utilizes time wisely, turns in all assignments, shows leadership skills. (Or scores 80-89 points on project)	1 Point : Student sometimes utilizes time wisely, turns in all assignments, shows leadership skills. (Or scores 70-79 points on project)	Student Points
Oral and Written Business Communication Skills *Evidence must be documented in a student portfolio	3 Points: Student is always able to communicate accurate information through emails, calls, letters; listens attentively; makes eye contact (Or scores 90-100 points on project)	2 Points: Student is often able to communicate accurate information through emails, calls, letters; listens attentively; makes eye contact. (Or scores 80-89 points on project)	1 Point: Student is sometimes able to communicate accurate information through emails, calls, letters; listens attentively; makes eye contact. . (Or scores 70-79 points on project)	Student Points
Appearance and Professional Image	3 Points: Student always appears self-confident, presents neat and clean appearance, dresses appropriately (Or scores 90-100 points on project)	2 Points: Student often appears self-confident, presents neat and clean appearance, dresses appropriately. (Or scores 80-89 points on project)	1 Point : Student sometimes appears self-confident, presents neat and clean appearance, dresses appropriately. (Or scores 70-79 points on project)	Student Points
Required Project: Community Service, Job Shadow, Career Research or Mentoring				Project Completed: _____

Note: Student must have at least one point in each of the 10 standards in compiling the required 25 or 30 possible points

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