Professional Skills Rubric: Supporting college, career, and citizenship readiness

	Novice (1)	Apprentice (2)	Professional (3)
Personal Accountability	**● Does not always take responsibility for own actions** *-Often blames others instead of taking ownership for their own actions (such as making mistakes or missed work)* *-Requires many reminders to stay on task*	**● Takes some responsibility for actions and work** *-Will take some responsibility for mistakes and missed work* *-Requires some reminding to complete tasks*	**● Takes full responsibility for actions and work** *-Will correct own mistakes and make up any missed work without prompting* *-Completes tasks on own while also positively influencing peers to do the same* *-Communicates with staff to consistently exceed academic and behavioral expectations*
	● Does not show initiative *-Comes to class unprepared* *-Does not follow directions* *-Does not seek extra help* *-Does not make up missing work* *-Does not use class time productively* *-Does not contribute on a team* *-Does not complete corrections and/or resubmissions offered by teacher*	**● Mostly shows initiative** *-Comes to class prepared and ready to work most of the time* *-Usually follows directions* *-Will accept extra help when offered* *-Follows up on work from absences with prompting* *-Often productive during class time* *-Completes work within his/her responsibilities to benefit team when prompted* *-Student sometimes completes corrections and uses resubmissions offered by teacher*	**● Persistently shows initiative** *-Comes to class ready to work and always prepared* *-Follows directions independently* *-Asks for extra help as needed* *-Follows up on missed work* *-Productive during class time while demonstrating leadership skills* *-Completes all work within his/her responsibilities and will assist others to benefit team* *-Student always completes corrections and seeks opportunities to resubmit work*
	● Disregards feedback *-Does not make corrections* *-Submits original work with same errors* *-Resubmission of work does not reflect teacher's feedback to improve work*	**● Considers most feedback** *-Usually makes corrections* *-Makes some adjustments to resubmitted work with minimal errors*	**● Applies feedback from staff** *-All submitted work includes corrections* *-Resubmitted work is free of all errors* *-Seeks feedback to improve work*

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	-Written work is full of spelling/grammatical errors and does not meet requirements of assignment	*-Accepts feedback when offered to improve work* *-Student initially addresses feedback from the teacher but fails to reflect and learn from mistakes in future assignments* *-Written work is free of most spelling/grammatical errors and meets requirements*	*-Student accepts feedback from staff and continues to apply their knowledge to future assignments/behaviors* *-Written work is free of all spelling/grammatical errors and thoroughly completes all requirements*
	● Work/behavior lacks integrity *-Does not put forth the effort to avoid cheating/plagiarism* *-Does not take ownership of dishonest work*	**● Work/behavior demonstrates integrity** *-Completes authentic work that attempts to avoid plagiarism* *-Takes ownership of work that requires revisions and is willing to make corrections*	**● Work/behavior demonstrates a high level of integrity** *-Completes authentic work that is free of plagiarism* *-Staff uses student work samples as an example of high quality work to their peers*
	● Misses a significant number of classes *-Does not follow call-in policy to notify staff of absence* *-Regularly comes to class late* *-Misses class time* *-Distracted/unengaged during class* *-Does not make up assignments when absent*	**● Present most classes** *-Attempts to follow call-in policy to notify staff of absence* *-Regularly comes to class* *-Attempts to make up missed class time* *-Often engaged during class with minimal redirecting* *-Makes up most assignments when absent*	**● Consistent class attendance** *-Always follows call-in policy to notify staff of absence* *-Always attends class* *-Consistently makes up missed class time* *-Always engaged during class with no redirecting required* *-Makes up all assignments when absent*
	● Lack of determination and grit *-Easily gives up when challenged* *-Complains about meeting high expectations of staff/rigor of program* *-Can not individually problem solve when faced with adversity* *-Refuses to present in front of class*	**● Ability to demonstrate determination and grit** *-Will attempt to persevere when challenged* *-Attempts to meet high expectations of staff/rigor of program* *-Will accept feedback to individually problem solve when faced with adversity* *-Attempts to present in front of class with prompting from staff*	**● Demonstrates determination and grit while setting an example to peers** *-Will independently find solutions to persevere when challenged* *-Exceeds high expectations of staff/rigor of program* *-Can individually problem solve when faced with adversity*

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			-Willing to present in front of class independently
Communication & Team Operations	**● Does not participate/collaborate appropriately on a team** *-Gives limited feedback without suggestions for improvement* *-Perceives feedback as criticism* *-Communication to team is often negative and/or off topic* *-Interrupts/dominates discussions while not actively listening to team members* *-Unwilling to compromise with team members*	**● Attempts to participate/collaborate appropriately on a team** *-Attempts to give feedback with suggestions for improvement when there is a need* *-Perceives feedback positively* *-Communication to team is often productive* *-Will participate or lead discussions while listening to most team members* *-Attempts to compromise with team members but avoids conflict*	**● Diligently participates/collaborates productively on a team** *-Gives feedback with suggestions for improvement while considering input from others on the team* *-Perceives feedback as a way to improve and applies it to task* *-Communication to team is always productive to keep the group moving forward on a task* *-Constantly participates or leads discussions while also listening to all team members* *-Shows willingness to compromise and respect differences of opinions* *Offers innovative approaches to a task that promotes higher quality of work*
	● Does not communicate/advocate for oneself in an appropriate/timely manner *-Does not send emails to group members and staff when absent* *-Will ask for extensions after missing due dates and still not meet deadline if provided by staff* *-Complains to staff about group members without approaching situations independently or in a timely manner and without solutions* *-Constantly offers criticism of others or the program without solutions* *-Will not speak on own behalf to self advocate while depending on others to be their voice*	**● Attempts to communicate/advocate for oneself in an appropriate/timely manner** *-Usually communicates to group members and staff when absent* *-Will ask for extensions only as needed before a due date and will follow through with completion of assignment* *-Will attempt to problem solve among group members and will seek support from staff appropriately as needed* *-Can appropriately communicate difference of opinion of others or the program and will attempt to provide solutions* *-Is often the voice of reason in a group and/or can self advocate appropriately*	**● Communicates/advocates for oneself in a professional/timely manner** *-Always communicates to group members and staff when absent and ensures any missing work is provided for the group to continue making progress* *-Does not ask for extensions unless under rare dire circumstances and will do so in a timely/appropriate manner* *-Can problem solve among group members independently* *-Opinions are productive to better the entirety of the group/program and offers innovative approaches for improvement* *-Student can appropriately reason with members in a group and/or self advocate appropriately*

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	● Lacks contribution to a team *-Unwilling to present in front of the class with group members* *-Gives up if challenged on a team without communicating to staff* *-Relies on other students do most of the work in a group, with little to no engagement*	**● Contributes on a team** *-Willing to present in front of the class with group members* *-Tries to meet challenges when working on a team while accepting feedback from staff* *-Attempts to meet requirements of individual role on a team while demonstrating engagement in the task*	**● Contributes on a team while demonstrating leadership skills** *-Will present in front of the class with group members and make up for missing members or gaps in presentation* *-Will face challenges head on while seeking feedback from the team to improve overall work* *-Fulfils all requirements of individual role on a team while being a support to others to benefit the entirety of the group*
	● Lacks student engagement *-Does not participate in partner/group work -Displays closed off body language (earbuds in, hood up, lack of eye contact)* *-Requires constant redirection from staff*	**● Demonstrates student engagement** *- Participates in partner/group work while relying on peers as well* *-Displays open body language (smiles, nods, appropriate eye contact)* *-Does not require redirection from staff*	**● Exudes engagement** *- Actively participates in partner/group work by asking questions and making meaningful comments relevant to assigned tasks* *-Body language is welcoming and reveals a willingness to work with others* *-Does not require redirection to stay on task; keeps peers on task*
Time and Task Management	**● Not resourceful** *-Information is not easily accessed; student constantly depends on staff/peers to provide information* *-Student does not demonstrate individual problem-solving skills* *-Constant intervention from staff is required to find information, self regulate, redirect, etc. -Daily task lists, agenda, or calendar not utilized* *-Requires constant reminders to stay on task*	**● Attempts to be resourceful** *-Student makes an attempt to access information independently while utilizing staff/peers for support* *-Student demonstrates problem-solving skills most of the time with assistance* *-Some support from staff is required to find information, self regulate, redirect, etc.* *-Daily task lists, agenda, or calendar are utilized most of the time* *-Student is seldomly reminded to stay on task*	**● Independently resourceful and serves as a resource for others** *-Student independently attempts to access information from various sources to gain information* *-Student demonstrates problem-solving skills independently* *-Student is able to seek information, self regulate, redirect, etc.* *-Daily task lists, agenda, or calendar are utilized to meet deadlines and manage personal time* *-Student is always on task and prompts peers to do so as well*
	● Irresponsible technology use *-Technology use is distracting or not well thought out* *-Does not comply with cell phone policy*	**●Proper technology use** *-Technology use is mostly appropriate* *-Complies with cell phone policy with some reminders*	**●Responsibly use of technology** *-Technology use is always appropriate and productive* *-Complies with cell phone policy without reminders*

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	●Unable to manage time and stay focused independently *-Often off-task and needs to be redirected -Regularly hands in assignments late, incomplete, blank, or not at all* *-Does not utilize class time when given the opportunity to finish a task or start homework*	**●Able to manage time and stay focused independently** *-Often on task with little redirection* *-Regularly hands in assignments* *-Attempts to utilize class time when given the opportunity to finish a task or start homework with some prompting*	**●Manages time and stays focused independently** *-Constantly on task with no redirection* *-Regularly hands in assignments with a high degree of quality* *-Will independently utilize class time when given the opportunity to finish a task or start homework*
Respect for Self, Others and Commun ity	**● Disregard for self and others** *-Prone to interrupt others or be reluctant to engage in conversations* *-Makes others feel uncomfortable or excluded -Puts down others' ideas or refuses to let others speak* *-Uninterested in building relationships with peers or adults* *-Does not try to understand others' points of view or backgrounds* *-Demonstrates overconfidence; lacks humility and self-control*	**● Demonstrates regard for self and others** *-Attempts to listen to others and engages in conversations* *-Makes others feel comfortable or included* *-Considers others by welcoming them to share ideas* *-Interested in building relationships with peers or adults* *-Attempts to understand others' points of view or backgrounds* *-Demonstrates confidence, humility and self-control*	**● Demonstrates high regard for self and others** *-Actively listens to others and engages in conversations productively* *-Makes others feel comfortable or included by asking for input and applying their ideas* *-Considers others by welcoming them to share ideas and will respectfully challenge various ideas to better the group/task* *-Relationship builder among peers and adults* *-Understands and appreciates others' points of view or backgrounds* *-Demonstrates confidence, humility and self-control that is respected by staff and peers*
	● Disregard for school and public spaces *-Leaves work areas messy (ie: papers left behind, food, spills, chairs not pushed in)* *-Common materials are not returned or are wasted*	**● Regards school and public spaces** *-Leaves work area clean with some prompting* *-Common materials are returned and student avoids waste*	**● Holds a high regard for school and public spaces** *-Leaves work area clean and helps others as needed* *-Common materials are returned in an organized manner and student avoids waste*
	● Disregards School Code of Conduct *-Uses inappropriate language* *-Inappropriate physical contact with other students*	**● Willing to comply with Code of Conduct** *-Uses appropriate language* *-Avoids inappropriate physical contact with other students*	**● Complies with Code of Conduct at all times** *-Uses appropriate language that is professional and respectful*

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	-Disregard for dress code *-Receives discipline/DASA referrals*	*-Complies with dress code* *-Rarely receives discipline/DASA referrals*	*-Engages with other students in a way that respects physical space* *-Complies with dress code and appears professional* *-Never receives discipline/DASA referrals*
	● Fails to treat staff, college, and business partners like future employers *-Does not use technology/email in a proper manner* *-Does not measure tone used when addressing adults* *-Body language is closed off and does not communicate appropriately* *-Does not engage in workplace experiences to build resume*	**● Respects all adults as future employers** *-Properly utilizes technology/email* *-Considers tone used when addressing adults* *-Body language is welcoming and communicates appropriately* *-Will do what is required to fulfill workplace experiences*	**● Professional level of respect for all adults** *-E-mail/technology use is professional at all times* *-Addresses adults professionally with a friendly tone* *-Makes positive lasting impressions through appropriate communication and body language* *-Demonstrates outstanding, quality work during workplace experiences and is recognized by industry partners*