

PROFESSIONALISM TRAITS	4- Exemplary	3- Proficient	2- Developing (verbal warning)	1- Needs Improvement (2+ verbal warnings with parent contact)	0-Basic (Continue need for redirection)
Productivity	Consistently produces excellent work that meets/exceeds industry standards. Always completes tasks independently and on time.	Produces good-quality work. Completes most tasks independently and on time.	Work often incomplete or rushed. Work occasionally needs to be redone to ensure quality. Needs reminders to stay on task (verbal warning).	Rarely completes tasks. Work is substandard or frequently late. Work usually needs to be redone to ensure quality. Lack of effort. Often in the classroom during shop time.	Never completes tasks. Work is substandard or late. Work must be redone to ensure quality. No effort shown.
Safety Habits & Technology Usage	Always follows safety rules & approved procedures aligned with industry standards without reminders. Properly uses tools & technology for their intended purposes.	Follows safety rules and approved procedures based on industry standards with occasional reminders. Uses equipment appropriately with few reminders.	Sometimes disregards safety expectations, misuses or improperly uses/cares for tools (one verbal warning).	Frequently violates safety procedures or improperly uses/cares for tools. Multiple verbal warnings given. Required removal from lab/shop.	Violates safety procedures or improperly uses/cares for tools. Multiple verbal warnings given. Required removal from lab/shop more than once.
Organization & Preparedness	Always ready, brings needed materials to area, & is ready to work. Maintains a clean and organized work area. Meets industry standards.	Usually ready & regularly brings materials to area and is mostly ready to work. Maintains a generally clean and work area.	Inconsistently brings materials. May need prompting to begin tasks. Workspace is somewhat disorganized. One verbal warning issued.	Rarely prepared & does not bring materials or maintain a clean workspace. Disrupts instructional time due to lack of preparation. Required removal from area.	Unprepared; does not bring materials or maintain a clean workspace. Disrupts instructional time due to lack of organization and/or preparedness. Multiple verbal warning.
Time Management	Effectively manages time, meets deadlines, & communicates proactively. Takes full ownership of responsibilities.	Uses time effectively, is usually accountable, & communicative.	Time is not always used well. Deadlines & communication are sometimes neglected. Lacks accountability.	Time is not used well. Deadlines & communication are neglected. Lack of accountability impacting project grades.	Does not manage time effectively. Misses deadlines and avoids responsibility impacting overall grades.

Initiative	Actively looks for and suggests solutions to problems. Demonstrates enthusiasm through a positive attitude.	Refines solutions suggested by others. Demonstrates enthusiasm through a positive attitude.	Relies on others for solutions. Shows minimal initiative or enthusiasm.	Avoids problem-solving & contributes little to group efforts. Impacting project grades.	Avoids problem-solving & does not contribute to the group efforts. Impacting overall grades.
Teamwork	Works well with any group. Listens, contributes, and helps others succeed.	Works well with most peers. Participates in group tasks.	Inconsistently participates or disrupts group work. One verbal warning issued.	Refuses to work with others or disrupts group function. Two or more verbal warnings.	Refuses to work with others & disrupts group function. Refuses to participate.
Respect	Always effectively communicates while using empathy, patience, & tactfulness while interacting with others.	Often communicates while using empathy, patience, & tactfulness in most situations.	Sometimes shows empathy & patience but struggles to communicate effectively.	Rarely communicates effectively or respectfully. Shows limited patience or empathy. Disrupts others' learning or instructors time.	Rarely communicates effectively & respectfully. Shows limited patience & empathy. Disrupts others' learning & instructors time.
8/29/2025	Grade of A	Grade of B	Grade of C	Grade of D	Grade of F
Available points	26-28	23-25	20-22	17-19	16 or below
Students Score					
Comments					