

## Rubric for Workplace Objectives- Newspaper

Name \_\_\_\_\_

### Punctuality:

- 4 I am always on time for class and ready to start when the bell rings.
- 3 I am rarely late (2 times a semester) and generally prepared.
- 2 I am often sprinting in the door as the bell rings and am late quite often. When I do make it on time, I sometimes need to get a pass to go get my materials for class.
- 1 I am late at least once a week and am generally unprepared when I do arrive.

### Collaboration and Cooperation with others:

- 4 I always participate and attentively listen to others while participating in group work.
- 3 I participate at least 70% of the time and listen to others ideas and opinions.
- 2 I participate 50% or less during group work and I sometimes listen to others.
- 1 I either don't participate or am off task most of the time. This in turn hurts my groups' effectiveness.

### Respect and Courtesy towards others:

- 4 I always treat others how I would like to be treated and am respectful when dealing with others opinions and beliefs.
- 3 I am usually courteous to others but sometime catch myself not listening or being less than courteous. I try to correct my behavior.
- 2 Sometimes I am discourteous and lack respect for others' differences and beliefs. However, I do have moments when I see the error of my ways and try to treat others better.
- 1 I really don't have any respect for anyone else and seem to have very little for myself.

### Focus:

- 4 When I am in newspaper, I am fully tuned into the task at hand. I make the most of class and my opportunities to learn.
- 3 I sometimes catch myself drifting off task, but I try to refocus my attention.
- 2 More often than not, I am chatting or just not paying attention. I do pull myself together and pay attention occasionally.
- 1 When I am working on the newspaper, I'm there physically, but not mentally. I am not paying any attention to the task at hand and sometimes disrupt others around me.