

Employability/Leadership Capability		Beginning (1)	Developing (2)	Proficient (3)	Advanced (4)
<b>Accountability/Dependability</b>  Attendance and Punctuality: Keeping appointments on time, and completes assignments on time.	Success Criteria	<i>Excessive tardies make it difficult to contribute in class and are a serious obstacle to successful performance. Student refuses to accept responsibility of making up missed work and indicates a lack of self-discipline related to punctuality.</i>	<i>Absences limit opportunities to contribute in class and consistently impact performance. Student makes up missed work only after frequent reminders.</i>	<i>Absences seldom impact opportunity to contribute in program and rarely impact performance. Student is usually responsible but might need occasional reminders before missed work is made up. Tardiness is held to a minimum and does not cause a concern.</i>	<i>Absences and tardiness do not limit opportunity to contribute in program and do not affect performance. Student is regularly responsible in seeking out and making up missed work.</i>
	Look Fors	- I can rarely arrive on time to class and infrequently bring proper materials to class. - I can not monitor my progress or create a goal plan	- I can arrive on time inconsistently and am inconsistently prepared for class. - I can monitor progress and adjust goals with support	- I can arrive on time and come prepared with proper materials on a consistent basis. - I can monitor my progress and adjust goals with minimal support	- I can arrive on time everyday and am prepared with proper materials - I can monitor my progress and adjust goals when needed
<b>Collaboration &amp; Leadership</b> (Collaboration & Leadership) (Respects Hierarchy) (Teamwork, 21st Century Skills)  Interpersonal Effectiveness: Works effectively with others and contributes productively as a member of a group—works toward achieving individual and group goals.	Success Criteria	<i>Demonstrates inappropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Rarely demonstrates self-control.</i>	<i>Uses a limited number of positive group behaviors. Sometimes respectful of others. Contributes to group efforts in an inconsistent manner. Sometimes demonstrates self-controls.</i>	<i>Works well with others and is respectful. Contributes significantly to group efforts. Usually demonstrates self-control.</i>	<i>Regularly facilitates positive group dynamics and respectful environment. Demonstrates leadership that plays a significant role in the success of group efforts. Regularly demonstrates self-controls.</i>
	Look Fors	- I have difficulty collaborating with others; - I often prefer to work independently	- I work with my peers when assigned. - I can manage several projects to achieve desired results	- I utilize peer relationships to enhance quality of my work - I successfully cooperate and collaborate with others	- I work well with my peers and take personal responsibility for meeting goals. - I consistently align decisions and actions with personal or school goals
<b>Professional Responsibilities</b> (Initiative & Motivation)  Initiative: The ability to be resourceful and initiate things independently.	Success Criteria	<i>Rarely identifies alternate ways to complete a task. Rarely self-directed and completes assignments without supervision.</i>	<i>Sometimes identifies alternate ways to complete a task. Sometimes self-directed and completes assignments without supervision.</i>	<i>Usually identifies alternate ways to complete a task. Often self-directed and completes assignments without supervision.</i>	<i>Regularly identifies alternate ways to complete a task. Regularly self-directed and completes assignments without supervision.</i>
	Look Fors	- I rarely participate in opportunities to learn - I ask inappropriate questions or none at all - I have a fixed mindset and have difficulty overcoming barriers even with support. - I rarely take advantage of retake/redo opportunities and support	- I participate inconsistently in opportunities to learn - I ask questions that are inconsistently appropriate - I am inconsistent in maintaining a "growth mindset" and sometimes demonstrate a "fixed mindset" even when given support. - I occasionally take advantage of retake/redo opportunities and support	- I participate in opportunities to learn - I ask appropriate questions - I can maintain a "growth mindset" about my abilities to succeed and grow and persist through challenges with minimal support. - I take advantage of retake/redo opportunities and support	- I can actively seek out and participate in opportunities to learn - I ask appropriate questions, and can generate ideas/connections to create possible answers/solutions - I maintain a "growth mindset" about my abilities to succeed and grow, and persist independently through challenges. - I actively seek out retake/redo opportunities and support
<b>Ethics</b> (Ethics & Integrity) (Communication)  Self-reflection of behavior for authenticity, honesty, and respect.	Success Criteria	<i>Rarely demonstrates honesty and integrity in regards to academic products. Rarely demonstrates respect for other's values and perspectives</i>	<i>Sometimes demonstrates honesty and integrity in regards to academic products. Sometimes demonstrates respect for other's values and perspectives</i>	<i>Usually demonstrates honesty and integrity in regards to academic products. Usually demonstrates respect for other's values and perspectives</i>	<i>Regularly demonstrates honesty and integrity in regards to academic products. Regularly demonstrates respect for other's values and perspectives</i>
	Look Fors	- I rarely respect other people's work and try to provide proper citations when using other's ideas - I rarely submit authentic work - I do not recognize the difference between working together and cheating and rarely demonstrate honesty when taking credit for work - I do not recognize how my emotions impact others - I do not recognize how my behavior affects others	- I sometimes respect other people's work and try to provide proper citations when using other's ideas - I sometimes submit authentic work - I do not recognize the difference between working together and cheating and sometimes demonstrate honesty when taking credit for work - I recognize how my emotions impact others and sometimes use this understanding to respect others - I recognize how my behavior affects others and sometimes use this understanding to respect others	- I often respect other people's work and try to provide proper citations when using other's ideas - I often submit authentic work - I recognize the difference between working together and cheating and often demonstrate honesty when taking credit for work - I recognize how my emotions impact others and often use this understanding to respect others - I recognize how my behavior affects others and often use this understanding to respect others	- I respect other people's work and provide proper citations when using other's ideas - I submit authentic work - I recognize the difference between working together and cheating and demonstrate honesty when taking credit for work. - I recognize how my emotions impact others and use this understanding to respect others - I recognize how my behavior affects others and use this understanding to respect others