

JOB EXPLORATION SUMMARY RUBRIC SPRING 2019

Presentation: August 20 or 22, 2019

JANUARY 14-15, 2019 (8:00 a.m. – 3:00 p.m.)			Initials
Student / Parent Proposal Acknowledgment signed			
Proposal submitted / approved by Job Exploration Supervisor (Ms. Parson)			
Community Mentor chosen / accepted / signature obtained			
Binder with Table of Contents, dividers, all required forms			
TOTAL POINTS EARNED out of 20			
MARCH 14-15, 2019 (8:00 a.m. – 3:00 p.m.)			
Three research summaries completed with MLA citations – turned in			
#1	#2	#3	
TOTAL POINTS EARNED out of 120			
MAY 9, 2019 (8:00 a.m. – 3:00 p.m.)			
Job Exploration Project check			
Provide JES with a detailed plan of summer completion			
Sign up for presentation date and time			
TOTAL POINTS EARNED out of 20 points			
AUGUST 19, 2019 (8:00 a.m. – 3:00 p.m.)			
Review of Presentation Rubric			
Binder check (to be completed immediately following orientation)			
<ol style="list-style-type: none"> 1. Completed forms 2. Completed hours log 3. Completed research summaries 4. Completed reflection essay 5. Rubrics 			
Three printed copies of each research essay			
Three printed copies of reflection essay			
Keynote – verbal confirmation of completion			
Thank You card to community mentor			
TOTAL POINTS EARNED out of 25			

Project Hours Recorded

Mar. 14-15, 2019	May 9, 2019	Aug. 19, 2019	TOTAL HOURS

SUB-TOTALS

CHECK POINTS / REQUIREMENTS	Points Earned	Initials
HOURS LOG – 300 points (50%)		
RESEARCH – 120 points (20%) Three research reports @ 40 points each Due March 14-15, 2019		
REFLECTION / PRESENTATION – 180 points (30%)		
Presentation; 50 points		
Reflection essay; 40 points		
Panelist feedback; 25 points		
TOTAL POINTS EARNED out of 115		
Pre-project checkpoint; 20 points January 14-15, 2019		
Midpoint checkpoint; 20 points May 9, 2019		
Binder check; 25 points August 19, 2019		
TOTAL POINTS EARNED out of 65		

TOTAL PROJECT POINTS EARNED out of 600		
---	--	--