

Career Profile Assignment – Grading Rubric

Critical Component	Inadequate (1)	Below Average (2)	Average (3)	Above Average (4)	Excellent (5)
Use of APA	APA format is not used. None to very little of the APA information shared in class is not applied.	APA needs significant work. At least two basic items such as page numbers, header, headings, citations, or references are missing. Consistent and numerous formatting errors with title page, citations, and references are present.	APA needs work – however basic APA formatting is present. Basic items such as title page, page numbering, header, headings, citations, and references are all present but not necessarily perfect. All job descriptions are APA cited and referenced. Personal communication is cited.	Applies all APA formatting with accuracy. Few mistakes are made. If minimal mistakes are made, they are consistent.	Applies all APA formatting with accuracy and consistency. There are virtually no errors. If an error occurs, they are minor and isolated.
Grammar & Spelling	Appears no effort has been made to edit paper. Significant number of errors. Grammar and spelling consistently poor. Sentence structure is very poor. Hard to follow cohesive thoughts and important points.	Significant number of grammatical and spelling errors. Sentences are awkward. Poor phrasing, over use of prepositions, and confusing statements.	Some grammatical and spelling errors are identified. Up to 3 or 4 errors would be considered average. More than two sentences are awkward and need to be reworded	Grammar and spelling are above average. Sentence structure is consistently good. Punctuation is consistent and appropriate. One or two awkward sentences may be identified.	Grammar and spelling tend to be perfect. There are no errors. If an error is found – it is isolated and not significant.
Introduction	No real introduction. The introduction does not provide any insight into the assignment.	Brief overview of assignment but does not provide overview of major points in paper. No thesis statement.	Provides a brief overview of the paper but does not contain all important points. Thesis statement is present but needs clarification.	A strong introductory paragraph with a thesis statement. It provides a comprehensive overview of the paper.	The introductory paragraph has a clear thesis statement. The introduction outlines all major points in the paper and reflects the organization of the paper. It provides a clear overview of the assignment.
Interview	An interview was not completed. Student may have waited too late to start the process. The professional does not fit or mirror the position desired by the student.	1 to 6 questions are briefly addressed with little discussion. Contact with the professional was brief – probably contacted the professional too late. The professional does not exactly fit the student’s desired job position. A family member may have been interviewed.	5 to 6 questions are addressed in detail. Questions are answered but not expanded upon. Contact with professional was brief but adequate. The professional is in a position related to the theme of the paper. No family members are interviewed.	All 8 questions are outlined and discussed in the paper. It is obvious that a meaningful interaction occurred between the student and professional. The professional’s position mirror’s exactly what the student wants to do.	In addition to all 8 questions discussed in detail, additional questions are asked and discussed. It is obvious that a meaningful discussion occurred as opposed to quick e-mail with no follow up. The student took the time to seek out a high level, experienced professional.

<p>Job Sources (Places and things you access to find jobs in your areas such as data bases, professional associations, government websites, newspapers, etc.)</p>	<p>No sources are identified.</p>	<p>One source was found. There is no critique only a mention of the source.</p>	<p>One or two sources are identified. Did not go beyond the most popular, easy to find sources. Did not seek out professional sources such as professional organizations.</p>	<p>Student as researched and found primary sources (at least three). Sources are identified and critiqued for helpfulness and quality.</p>	<p>Student has comprehensively researched where their specific job can be found. Data bases are identified and critiqued. All important sources are identified – this includes data bases, publications, professional organization websites and data bases, etc.</p>
<p>Job Descriptions</p>	<p>No job descriptions are discussed or attached.</p>	<p>One job description is discussed and attached. Job may or may not exactly mirror what is being discussed in the paper.</p>	<p>Two job descriptions are found and discussed in the paper – and attached to the paper. At least one job perfectly matches the position discussed throughout the paper.</p>	<p>At least three appropriate job descriptions are fully discussed in the paper and attached to the paper. Appropriate job descriptions match the job position discussed throughout the paper.</p>	<p>Examples from all job sources are described and discussed in the paper. At least three of the best job descriptions are attached as an appendix to the paper and referred to as an appendix in the paper.</p>
<p>Personal Preparation</p>	<p>Personal Preparation is not addressed.</p>	<p>Student alludes to possible options for personal preparation but does not clearly articulate. Does not outline a plan and does not build upon or reinforce advice given in the interview.</p>	<p>Personal preparation is implied through the advice given through the interview. Specifics are not outlined and described in detail.</p>	<p>Personal preparation is outlined in a separate section of the paper. Steps and options are outlined. Specifics would include a list of certifications, professional affiliations, additional experiences, additional course work, etc.</p>	<p>Clearly articulates and outlines all steps to prepare for the career. Identifies and describes certifications, professional memberships, additional course work, internship possibilities, and diverse avenues of experience such as summer jobs, volunteer work, etc. The description of all steps and options clearly demonstrate that the student has researched the options and know how to pursue each. For example – knows how to join organizations, how to obtain certifications, costs, etc.</p>
<p>Overall Organization</p>	<p>Little effort has been made to include critical components of the assignment.</p>	<p>No clear distinction between sections. Transition between paragraphs is poor.</p>	<p>The paper is divided into distinct sections using APA headings.</p>	<p>The paper is divided into distinct sections using APA headings. Sections include: introduction, interview, job sources, job descriptions, and personal preparation.</p>	<p>The paper is divided into distinct sections using APA headings that include: introduction, interview, job sources, job descriptions, and personal preparation. Subsections are also created within longer sections such as the interview section and personal preparation section. There is clear and coherent transition between sections.</p>

Summary	A final paragraph or summary is not present.	There is a final paragraph written that hits on several major points in the paper. There is no real summary of the content and no personal observations are shared.	A final paragraph is written that summarizes the paper.	A final paragraph is written that clearly summarizes contents of the paper. The student expresses at least two major points of learning.	A final paragraph is written that clearly summarizes the entire paper and what was learned. The student shares their personal opinion and reactions to what was learned in a critical way.
Grading Scale	F 26 points or below	D 30 pts. = 67 29 = 65 28 = 63 27 = 61	C 35 pts. = 78 34 = 76 33 = 74 32 = 72 31 = 70	B 40 pts. = 89 39 = 87 38 = 85 37 = 83 36 = 80	A 45 pts. = 100 44 = 97 43 = 95 42 = 93 41 = 91