

**Brewster High School  
High School & Beyond / Job Shadow Presentation  
Evaluation Rubric**

Student Name: \_\_\_\_\_

Date \_\_\_\_\_

Directions: Students are expected to meet standards in each of the following domains for their presentations. Familiarize yourself with the description for each domain. To your best ability, evaluate the student in each domain. Circle the appropriate criteria in each domain and add points per column.

<b>Job Shadow</b>				
	Completed	Not Complete	MS. Medved's Initials	XXX
Resume				XXX
Student Evaluation				XXX
Thank You Card				XXX
<b>Presentation Dress</b>				
Presentation	Distinguished 4 points	Proficient 3 points	Approaching <b>**2 point</b>	Unprepared <b>**1 points</b>
<p style="text-align: center;"><b>Appearance</b></p> <p>-Acceptable clothing and grooming for presentation. -Presents a professional appearance</p>	<ul style="list-style-type: none"> <li>• Business attire.</li> <li>• More formal than as defined in school dress code.</li> </ul>	<ul style="list-style-type: none"> <li>• Dressed up as defined in the school dress code.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets school dress code. (Acceptable clothing, but not dressed up)</li> </ul>	<ul style="list-style-type: none"> <li>• Not in school dress code.</li> </ul>
<b>**Student must score a Proficient or Higher to be able to present.</b>				
<b>Preparation</b>				
	Distinguished 4 points	Proficient 3 points	Approaching 2 point	Unprepared 1 points
<p style="text-align: center;"><b>Visuals</b></p> <p>-Visual aids enhance presentation -Organization – clear and concise -Organization of board -Clear &amp; Concise vision -PowerPoint -Pictures enhance presentation -Obvious sequential order</p>	<ul style="list-style-type: none"> <li>• Four or more well-chosen visual aids that do not overwhelm the presentation.</li> <li>• All of the items in the proficient column but with perfection.</li> </ul>	<ul style="list-style-type: none"> <li>• Power point</li> <li>• Clear and easy to read text and format.</li> <li>• Pictures on two or three slides.</li> </ul>	<ul style="list-style-type: none"> <li>• One visual aid.</li> <li>• Disorganized.</li> <li>• Blank and while power point.</li> </ul>	<ul style="list-style-type: none"> <li>• No or significantly insufficient visual aid.</li> <li>• Incomplete power point.</li> </ul>
<b>Presentation</b>				
	Distinguished 4 points	Proficient 3 points	Approaching 2 point	Unprepared 1 points
<p style="text-align: center;"><b>Communication Skills</b></p> <p>-Appropriate voice &amp; enthusiasm -Uses complete sentence -Paces self -Eye Contact -Preparation / Practice</p>	<ul style="list-style-type: none"> <li>• All of the items in the proficient column.</li> </ul> <p style="text-align: center;">And</p> <ul style="list-style-type: none"> <li>• Obviously practiced.</li> <li>• Thoughtful honest presentation and responses.</li> <li>• Displayed confidence</li> </ul>	<ul style="list-style-type: none"> <li>• Presents and answers with complete sentences</li> <li>• Uses professional language</li> <li>• Uses proper grammar</li> <li>• Clearly conveys thoughts</li> </ul>	<ul style="list-style-type: none"> <li>• Some grammatical mistakes</li> <li>• Some casual language</li> <li>• Some unclear sentences or ideas</li> <li>• A few interjections like “Ummm”, “Like”, “Welllll”</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete details/answers</li> <li>• Many interjections like “Ummm”, “Like”, “Welllll”</li> <li>• No Answer</li> <li>• Very casual or profane language</li> </ul>
<p style="text-align: center;"><b>Introduction/ “Who Am I”</b></p> <p>-Introduces self, parent, and initiates handshake -Provides personal description -Hobbies -Interests -Positive influences -Obstacles overcome</p>	<ul style="list-style-type: none"> <li>• Very obviously practiced.</li> <li>• Commands Attention</li> <li>• Thoughtful honest responses.</li> <li>• All of the items in the proficient column but with perfection.</li> </ul>	<ul style="list-style-type: none"> <li>• Presents with complete thoughts &amp; sentences and thoughts</li> <li>• Gets attention</li> <li>• Thoroughly answers the entire question</li> <li>• Complete conveyance of thought</li> </ul>	<ul style="list-style-type: none"> <li>• Has some of the items from the proficient column but not all</li> <li>• Does not command attention</li> </ul>	<ul style="list-style-type: none"> <li>• “I don’t know”</li> <li>• “Ummm”</li> <li>• No answer.</li> <li>• Incomplete answers</li> </ul>

<b>Student As A Learner (school, work, service)</b> -Discusses high school course choices -Relates grades/transcripts in determining academic and educational goals. -State Assessments -Athletics/Activities -Transcript -Best Works -Attendance -Work Experiences	<ul style="list-style-type: none"> <li>• Very obviously practiced.</li> <li>• Thoughtful honest responses.</li> <li>• All of the items in the proficient column but with perfection.</li> </ul>	<ul style="list-style-type: none"> <li>• Presents complete thoughts &amp; sentences and thoughts</li> <li>• Thoroughly answers the entire question</li> <li>• Has good conveyance of thought and meaning</li> </ul>	<ul style="list-style-type: none"> <li>• Has some of the items from the proficient column but not all</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete Answers</li> </ul>
<b>Student in Practice (Job Shadow)</b> -Work Experience -Job Shadow Reflection -Outcome to Learner – (continue pursuit? Why or why not?) -Next steps	<ul style="list-style-type: none"> <li>• Very obviously practiced.</li> <li>• Thoughtful honest responses.</li> <li>• All of the items in the proficient column but with perfection.</li> </ul>	<ul style="list-style-type: none"> <li>• Presents complete thoughts &amp; sentences and thoughts</li> <li>• Thoroughly answers the entire question</li> <li>• Has good conveyance of thought and meaning</li> </ul>	<ul style="list-style-type: none"> <li>• Has some of the items from the proficient column but not all</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete Answers</li> </ul>
<b>Student in the Future</b> (next Five to 10 Years) -Job / Post-Secondary Application -Acceptance Letter -Financial Aid/Scholarships -Discusses Career Path & Influence over the high school years -Work Plans for the future -Bucket List	<ul style="list-style-type: none"> <li>• Very obviously practiced.</li> <li>• Thoughtful honest responses.</li> <li>• All of the items in the proficient column but with perfection.</li> </ul>	<ul style="list-style-type: none"> <li>• Includes all item expectations</li> <li>• thoroughly addresses the expectations</li> <li>• has good conveyance of thought and meaning</li> </ul>	<ul style="list-style-type: none"> <li>• Has some of the items from the proficient column but not all</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete details</li> </ul>
<b>Conclusion</b> -Wraps up presentation -Thanks Panel -Concludes with handshake	<ul style="list-style-type: none"> <li>• Reviews main points</li> <li>• Brings closure</li> <li>• Memorable</li> <li>• Ideas clearly organized</li> </ul>	<ul style="list-style-type: none"> <li>• Review main points</li> <li>• Brings closure</li> <li>• Purpose is clear</li> </ul>	<ul style="list-style-type: none"> <li>• Brings closure</li> <li>• Main idea is evident</li> </ul>	<ul style="list-style-type: none"> <li>• Does not bring closure – possibly just ends</li> <li>• Ideas not focused or developed</li> </ul>
<b>Overall Presentation Expectations</b> -Minimum 10 min / Maximum 25 min presentation -Answers questions concisely	<ul style="list-style-type: none"> <li>• Within Allotted time</li> <li>• Very obviously practiced</li> <li>• Thoughtful honest responses</li> </ul>	<ul style="list-style-type: none"> <li>• Within allotted time</li> <li>• Displays confidence</li> </ul>	<ul style="list-style-type: none"> <li>• Within 10% of allotted time</li> <li>• 8 to 9 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Within 20% of allotted time.</li> <li>• Less than 8 minutes</li> </ul>

Total each column				
Total Points				
Scale	Distinguished 36 - 31	Proficient 30 - 26	**Approaching Proficiency **25	**Unprepared

\*\*If a student scores 22 or less they will need to schedule a make-up presentation to be made up after break

Comments:

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Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

CLAWS Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

++In order to participate in the Post-Secondary Signing Day you must complete all requirements by May 3, 2021++