## GRADING RUBRIC - Soft Skills

### Collaboration

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>4</td>
<td>Exceeds expectations</td>
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<tr>
<td>3</td>
<td>Meets expectations</td>
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- **4 Exceeds expectations**
  - Acts as a leader or exemplary team member
  - Consistently provides thoughtful ideas in teams
  - Consistently values and encourages all members of teams

- **3 Meets expectations**
  - A strong team member
  - Provides thoughtful ideas in teams
  - Values and encourages all team members

- **2 Emerging expectations**
  - Participates minimally and requires some prompting as a team member
  - Sometimes provides thoughtful ideas in teams
  - Sometimes values and encourages all team members

- **1 Below expectations**
  - Rarely participates in team activities
  - Rarely provides thoughtful ideas in teams
  - Rarely values and encourages team members

### Respect

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- **4 Exceeds expectations**
  - Seeks and accepts the opinions and input of others
  - Consistently demonstrates both respectful and helpful behavior

- **3 Meets expectations**
  - Listens and accepts the opinions of others
  - Demonstrates both respectful and helpful behavior

- **2 Emerging expectations**
  - Shows growth in accepting others
  - Improvement noticed in demonstrating respectful and helpful behaviors

- **1 Below Expectations**
  - Usually ignores the opinions and input of others
  - Needs improvement in demonstrating respectful and helpful behavior

### Initiative

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- **4 Exceeds Expectations**
  - Initiates curiosity and interest in learning
  - Independently engages in learning activities
  - Consistently perseveres and problem solves
  - Demonstrates resourcefulness and seeks assistance as necessary

- **3 Meets Expectations**
  - Demonstrates curiosity and interest in learning
  - Engages in learning activities
  - Demonstrates perseverance
  - Demonstrates resourcefulness and seeks assistance as necessary

- **2 Emerging Expectations**
  - Occasionally demonstrates curiosity and interest in learning
  - Sometimes engages in learning activities
  - Occasionally perseveres
  - Shows growth in resourcefulness and sometimes seeks assistance

- **1 Below Expectations**
  - Seldom demonstrates curiosity in learning activities
  - Rarely engages in learning activities
  - Lacks perseverance
  - Rarely uses alternate resources to assist with learning

### Work Habits

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- **4 Exceeds Expectations**
  - Always punctual and prepared
  - Consistently displays a positive attitude
  - Always on task • Always strives to reach full potential
  - Spends extra time to ensure tasks are well done

- **3 Meets Expectations**
  - Punctual and prepared for class • Displays a positive attitude
  - Stays on task • Strives to meet potential
  - Completes tasks and meets deadlines

- **2 Emerging Expectations**
  - Occasionally punctual and prepared
  - Shows improvement in displaying a positive attitude
  - Sometimes stays on task • Beginning to strive to meet potential
  - Inconsistent with task completion

- **1 Below Expectations**
  - Seldom punctual and prepared
  - Rarely displays a positive attitude
  - Needs to remain focused on task
  - Does not strive to meet potential
  - Needs to complete tasks and meet deadlines