

EFE Class:

Teacher:

Scoring Rubric

Job Shadowing Scoring Rubric

Student: _____ Business Contact/Business: _____

Date: _____ Total Points: ____/100 Grade: _____

Job Shadowing allows you to observe a professional as he or she goes about his or her job. It's a great opportunity to learn more about a career and a chance to practice interacting with adults on a professional level.

Completing a job shadow experience is a requirement of this course. This rubric outlines your job shadowing expectations.

FORM SUBMISSION: Student completed and submitted the following forms to teacher by deadline:	YES	NO
1. Attendance/Absent Notification Request form		
2. Parent Permission Form		
3. Job Shadow Student Questions Form		
4. Post Job Shadow Evaluation Form (student) along with a business card or written note from the business contact		
TOTAL		/20

5 points for each YES

Required Components	Developing 2 3 4 5	Accomplished 6 7 8 9	Exemplary 10	Score
Student must set up his/her job shadow by contacting a person in a related job field and set up a date and time.	Student needs a great deal of assistance from the EFE teacher to research possible businesses or employers to contact; Students requires a great deal of assistance to set up the date and time of his/her job shadowing.	Students needs some assistance from the EFE teacher to research possible businesses employers to contact; student sets up the date and time of his/her job shadowing but requires some assistance	Student works proactively and independently to contact the business or employer; student sets up the date and time of his/her job shadow;	
Student completes the Post Job Shadow Evaluation (Student) Form	Form is not complete; little detail provided; some missing information; spelling and grammatical errors; difficult to read.	Form is generally complete with some missing information; detail provided; evidence that thought and time was put into assignment; some spelling or grammatical errors; legible;	All sections are complete; exemplary amount of detail provided; no spelling or grammatical errors; very legible; thoughtful answers provided	
Student completes the Job Shadow Student Question form with answers obtained during job shadow	Form is not complete; little detail provided; some missing information; difficult to read;	Form is generally complete with some missing information; detail provided; evidence that thought and time was put into assignment; some spelling or grammatical errors; mostly legible;	All sections are complete; exemplary amount of detail provided; no spelling or grammatical errors; very legible; thoughtful answers provided	
Thank you letter and envelope	Spacing and formatting errors; incomplete or missing content; spelling and grammatical errors; poor sentence structure; difficult to read; errors in listing of business contact's name, address, title	Letter includes thank you for the job shadow opportunity; states reason for the shadow; States a lesson learned during the job shadow; few spelling and grammatical errors; no spacing and formatting errors; lists correct name, title and address of business contact	Excellent contact: includes thank you for the job shadow opportunity; states reason for the shadow; States a lesson learned during the job shadow; Lists contact information correctly; No spelling and grammatical errors; no spacing and formatting errors; lists correct name, title and address of business contact	
			TOTAL	/ 40

Post Job Shadow Evaluation - Employer: (measures punctuality, dress, communication, preparation, and behavior)

Score: ____/possible 40 points