

Staff Evaluation Rubric

Staffer's Name: \_\_\_\_\_ Grade you think you deserve for the next 6 weeks: \_\_\_\_\_  
(You will automatically lose 10 points if you do not fill this in)

Pages due on the 6 week grading period (page # first, then topic)	Date Due	Date In	Date Will Be In	What's the Hold-up? (use the space below if necessary)

Extra space for what's missing and justification. Remember, in some months where you have had literally months to do a layout, there really is no reason to be late. In the space below, tell what is missing and the justification. Use back of sheet if necessary.

**90-100: Met all deadlines**  
if deadlines were missed, editors were kept informed about all problems and notified BEFORE deadline was missed.  
Used class time wisely to work on layouts due and used outside class time as necessary to meet deadlines.

**80-89: Almost met most or all deadlines**  
May have missed a deadline by one or two days due to last minute problems, but turned in as soon as possible.  
Occasionally goofed off in class, but generally worked to meet deadline.  
Has spent some time outside class time on deadline.

**70-79: Has not met a deadline yet, but close to it**  
Has work done on layouts and some are almost ready to turn in within the next few days.  
Has not really used class time wisely or worked outside of class to complete the assignments. Procrastinates.

**60-69: Has not met a deadline and isn't close to it**  
Has work done on layouts, but none or few are ready to come in within the next few days.  
Used a little class time to work on layouts, but not much or class time work shows little productivity.

Justify the grade you think you should receive this 6 weeks. This is especially important if you have missed a deadline in case there are some extenuating circumstances we don't already know. Use the chart at the right as a starting place to determine what you sincerely think your grade should be based on your effort to meet the deadlines and get the book out on time. Use back of sheet if necessary.