

Performance Appraisal

Student: _____

KNOWLEDGE/UNDERSTANDING

Dependability

- Attends class Always Often Sometimes Rarely N/A
- Punctual Always Often Sometimes Rarely N/A
- Follows dress code Always Often Sometimes Rarely N/A
- Stays on task Always Often Sometimes Rarely N/A
- Organizes & cleans up personal space Always Often Sometimes Rarely N/A

Technical & Creative Skills

- Demonstrates skill in writing, design photography & desktop publishing Always Often Sometimes Rarely N/A
- Acquires new skills as required Always Often Sometimes Rarely N/A
- Shares knowledge of skills Always Often Sometimes Rarely N/A

THINKING/INQUIRY

Preparation

- Brings necessary materials Always Often Sometimes Rarely N/A
- Completes tasks outside class time in preparation Always Often Sometimes Rarely N/A
- Plans ahead to ensure necessary materials are available Always Often Sometimes Rarely N/A

Initiative

- Volunteers to perform extra tasks Always Often Sometimes Rarely N/A
- Takes charge of tasks Always Often Sometimes Rarely N/A
- Foresees upcoming needs & proposes new tasks Always Often Sometimes Rarely N/A

COMMUNICATION

Team Work

- Contributes positively to group Always Often Sometimes Rarely N/A
- Respects & values opinions of others Always Often Sometimes Rarely N/A
- Assists & encourages others to succeed Always Often Sometimes Rarely N/A

Attention to Detail

- Completes tasks accurately & appropriately Always Often Sometimes Rarely N/A
- Ensures correct grammar & spelling Always Often Sometimes Rarely N/A
- Ensures publication guidelines are carried out Always Often Sometimes Rarely N/A

APPLICATION

Time Management

- Starts right to work Always Often Sometimes Rarely N/A
- Uses down time productively Always Often Sometimes Rarely N/A
- Completes tasks on deadline Always Often Sometimes Rarely N/A
- Helps keep the group on task Always Often Sometimes Rarely N/A
- Works outside of class time Always Often Sometimes Rarely N/A