

MOCC Career Readiness Rubric					
Achievement Indicator		Beginning – 1 Well Below Standard	Developing – 2 Below Standard	Proficient – 3 At Standard	Advanced – 4 Above Standard
Personal Management	Attendance	Many absences and tardiness – does not call	Sometimes attends class on time and/or communicates absences after class has begun	Attends class on time every day and communicates prior to absences	Demonstrates excellent attendance, prearranges absences with teacher, and anticipates missed work by working ahead
	Respect and Ethics	Often disrespectful of others and frequently demonstrates unethical behavior	Sometimes disrespects others and demonstrates some examples of unethical behavior	Shows respect for self and others and demonstrates ethical behavior in actions and decisions	Assists others in demonstrating respect and behaving ethically
	Organization	Mostly disorganized not managing time or materials	Sometimes manages time and materials	Manages time and materials well	Assists others in managing time and materials
	Productivity	Often off task and/or leads others into off task behavior – frequently on cell phone	Sometimes on task and completes some work on time – sometimes on cell phone	Almost always on task and completes work on time – asks permission before using cell phone	Assists other with staying on task and seeks out work during down time – encourages other Students to follow the cell phone policy
	Appearance	Frequently not groomed to industry standards and/or out of the proper uniform – uniform frequently not worn properly	Sometimes not groomed to industry standards and/or out of the proper uniform – uniform not properly worn	Always groomed to industry standards and in proper uniform/attire	Models and assists other in proper uniform/attire
	Stewardship	Frequently does not manage personal and school resources, tools, equipment, and materials responsibly	Sometimes manages personal and school resources, tools, equipment, and materials responsibly	Always manages personal and school resources, tools, equipment, and materials responsibly	Assists others in managing personal and school resources, tools, equipment, and materials responsibly
Problem Solving	Perseverance	Frequently gives up and/or asks for assistance before attempting to troubleshoot a problem	Sometimes asks for assistance before attempting to troubleshoot a problem	Troubleshoots problems independently or with a partner	Assists others with troubleshooting
	Critical Thinking	Frequently does not anticipate problems, identify a problem's root cause, and/or identify and evaluate the impacts of solutions	Sometimes anticipates problems, identifies a problem's root cause, and identifies and/or evaluates the impacts of solutions	Anticipates problems, identifies a problem's root cause, and identifies and evaluates the impacts of solutions	Assists others in anticipating problems, identifying a problem's root cause, and identifying and evaluating the impacts of solutions
	Technology, Creativity and Innovation	Does not appropriately integrate the use of technology and/or does not demonstrate creativity and innovation	Sometimes integrates the use of technology and demonstrates creativity and innovation	Appropriately integrates the use of technology and demonstrates creativity and innovation	Assists other in appropriately integrating the use of technology and demonstrating creativity and innovation
	Research, Academic, and Technical Skills	Frequently does not apply an appropriate problem solving approach and/or does not apply appropriate research, academic, and technical skills to solve problems	Sometimes applies an appropriate problem solving approach and appropriate research, academic, and technical skills to solve problems	Applies an appropriate problem solving approach and appropriate research, academic, and technical skills to solve problems	Assists others in applying an appropriate problem solving approach and applying research, academic, and technical skills to solve problems
Teamwork	Participation	Refuses to participate and contribute toward team activities and/or projects	Minimal participation and contribution toward team activities and/or projects	Participates and contributes toward team activities and/or projects	Assists and encourages all members of their team to participate and contribute toward team activities and/or projects
	Emotional Intelligence	Is not able to identify how their emotions or the emotions of others affect group dynamics, and/or alter behavior in response to these emotions	Can identify their own and others' emotions but struggles to alter their behavior in response to these emotions	Demonstrates awareness of how their emotions and the emotions of others affect group dynamics, and alters behavior in response to these emotions	Assists others in identifying how their emotions and the emotions of others affect group dynamics and assists them in altering their behavior in response to these emotions
	Communication	Written and verbal communication is unclear and improper grammar and vocabulary are frequently used	Written and Verbal communication is somewhat clear and proper grammar and vocabulary are sometimes used minimally improving productivity	Clearly communicates both verbally and in writing and uses proper grammar and vocabulary in order to maximize productivity	Assists others in clearly communicating verbally, in writing, and in using proper grammar and vocabulary in order to maximize productivity
	Leadership	Does not demonstrate the ability to appropriately lead or follow – influence on others negatively affects productivity	Sometimes demonstrates how to appropriately lead or follow depending on the situation – sometimes seeks to positively influence others	Demonstrates how to appropriately lead or follow depending on the situation – seeks to positively influence others in order to maximize productivity	Assists others in developing their leadership and followership skills – assists others in their ability to positively influence others