

## WEEKLY JOURNAL SCORING RUBRIC

100	80	60	40	30
Complete grammatically correct sentences utilizing at least 3 writing prompts.	Complete grammatically correct sentences utilizing at least 2 writing prompts.	Complete grammatically correct sentences utilizing at least 1-2 writing prompts.	Sentences are not complete with some grammatical errors utilizing at least 1 prompt.	Incomplete sentences utilizing no writing prompts.

**Fulfill requirements on the following pages.**

Time cards should fulfill your allocated hours to project details, as well as the different components and stages to the creative process. This includes lectures and instructional workshops. All rubrics are available in the Multimedia Resource Center. Full fill as much as writing prompts on the last sheet of this document.

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NAME: \_\_\_\_\_ DATES: \_\_\_\_\_

Use this sheet to keep notes for yourself to allocate hours to project details, as well as the different stages to the creative process.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00					
BREAK					
9:15-10:00					
10:00-11:10					

# WEEKLY JOURNAL SCORING RUBRIC

NAME: \_\_\_\_\_ DATES: \_\_\_\_\_

LUNCH					
11:40-1:00					
1:00-2:10					

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NAME: \_\_\_\_\_ DATES: \_\_\_\_\_

**Did I organize, name, and collect images (InDesign, File, Package) my projects into my personal folder (your graduating class year folder). Remember any stored projects on your desktop could get lost or wiped out due to network errors. Also, storing projects into the instructor's drop box is for grading and/or on Moodle will not be permanent. *Please let us know if you need help with this.***

Please check or initial here to confirm that you have done so.

**Instructions: In the writing space below, please utilizing the below writing prompts to indicate what you have done at your job this week.**

1. What did I do this week?
2. What did I learn this week?
3. What safety practices did I observe and follow?
4. What could I do differently?
5. Was my time used effectively for the betterment of the school week/ COOP/ or company?
6. What did I observe other people doing that will help me develop my own work ethic?
7. Where can I get more information for the things I need to learn about? (For example, one could ask the instructor, utilize extra help sessions, and/or go to one's Lynda.com account.)
8. How did I demonstrate/display professional behavior?
9. Did I experience anything (new skills) I haven't learned? Explain.
10. Was there a task I didn't complete because I didn't know how to do it? Explain.
11. If I learned nothing, explain why?

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Type answer here: