COMM-256 | **PROFESSIONALISM RUBRIC**

NOTE: Any student who commits an act of *Academic* and / or *Non-Academic Misconduct* will receive a zero (F) grade for the *Professionalism* component of the course.

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| **Name:** | Coleton Sanheim | **Week No:** | ***1*** | ~~2~~ | | ~~3~~ | | ~~4~~ | ~~5~~ | | ~~6~~ | ~~7~~ | ~~8~~ | ~~9~~ | ~~10~~ | ~~11~~ | ~~12~~ | ~~13~~ | ~~14~~ | ~~15~~ | **Date:** | Jan 15th/2020 | |
| **ABSENT [W01 – W12 inclusive]**  from COMM-256 ZOOM meetings since the beginning of the semester: | | | | | **AAb** | | **A** | | | **LATE [W01 – W12 inclusive]**  to COMM-256 ZOOM meetings since the beginning of the semester: | | | | | | | | | | | | | **L** |
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|  | | **INDUSTRY READY** | | | | | | **AVERAGE** | | | | | | | | **UNDER-DEVELOPED** | | | | | | | | | |
| **Communication:** | | Presents spoken and written information clearly; organizes and articulates thoughts effectively; listens and asks questions to understand and appreciate the points of view of others; successfully tailors communication to any audience; contributions reflect exceptional preparation and are always substantive, well supported and persuasively presented; does not dominate discussion. | | | | | | Often presents spoken and written information clearly; average organisation and articulation of thoughts; sometimes listens and asks questions to understand and appreciate the points of view of others; generally tailors communication to different audiences; contributions reflect good preparation and are generally substantive, fairly well substantiated and moderately persuasive; when called upon, can usually answer questions and refer to readings;  occasionally dominates discussion. | | | | | | | | Spoken or written information is often unclear; poor organisation and articulation of thoughts; rarely listens and asks questions to understand and appreciate the points of view of others; unable to tailor communication to different audiences; contributions reflect adequate or less than satisfactory preparation and are occasionally substantive, somewhat substantiated and occasionally persuasive or no evidence of preparation; when called upon, often cannot answer questions in depth or refer to readings or is unable to answer questions in depth or refer to readings; may dominate discussion with irrelevant comments or comments made are usually irrelevant | | | | | | | | | |
| *Communication Score:* | | 10 | | 9 | | 8 | | 7 | | ***6*** | | | | 5 | | 4 | | 3 | | 2 | | 1 | | 0 | |
| **Participation:** | | Always arrives on time and stays for entire class; all absences are excused; does not seek exception from class / institution policies; works well in a team environment; works collaboratively; exhibits interdependence skills within a team; almost always actively participates in discussions; favourable evaluation from peers; is able to work independently. | | | | | | Often arrives on time; some absences are excused; generally does not seek exception from class / institution policies; works competently in a team environment; contributes to the team; regularly participates in discussions; favourable evaluation from peers. | | | | | | | | Late to class occasionally or frequently; some or many absences are unexcused; seeks exceptions to class / institution policies; difficulty working in a team environment; consistently prefers to work alone; rarely participates in discussions; unfavourable evaluation from peers. | | | | | | | | | |
| *Participation Score:* | | 10 | | 9 | | 8 | | 7 | | 6 | | | | ***5*** | | 4 | | 3 | | 2 | | 1 | | 0 | |
| **Responsibility:** | | Self-motivated to perform at the highest level; consistently ready to work on time; no deadlines missed; provides advance notice of all absences; performs all tasks ethically; accepts and provides feedback in a constructive and considerate manner; provides work of the highest quality that reflects best effort; always adheres to class and institution academic dishonesty policies; often adopts leadership role. Always activates the camera during online classes. | | | | | | Exhibits self-motivation most of the time; is rarely unprepared for work; provides advance notice when absence is scheduled; performs all tasks ethically; provides high quality work that often reflects best effort; makes moderate effort to improve work; shows positive, proactive behaviour; is always honest; usually adheres to class and institution academic dishonesty policies; occasionally adopts leadership role. Sometimes activates the camera during online classes | | | | | | | | Lacks self-motivation; often late or not ready to work; absent with no advance notice provided; some evidence of unethical behaviour; provides work that reflects a good effort and occasionally needs to be checked or redone or provides work that reflects very little effort; displays negative behaviour; occasionally violates class and institution academic dishonesty policies. Rarely or never activates the camera during online classes | | | | | | | | | |
| *Responsibility Score:* | | 10 | | 9 | | 8 | | ***7*** | | 6 | | | | 5 | | 4 | | 3 | | 2 | | 1 | | 0 | |
| **Attitude:** | | Exudes positive energy in most lessons; keenly engaged in all work tasks, no matter the nature of the task; respectful and supportive of peers; careful not to distract others (socialising, leaving early, reading unrelated material, doing homework / coursework for another class); never uses unapproved electronic devices in class. | | | | | | Generally a positive person; usually engaged in work tasks; respectful of peers; exhibits behaviour that distracts others (socialising, leaving early, reading unrelated material, doing homework / coursework for another class); rarely uses unapproved electronic devices in class; is usually respectful towards peers and the learning environment. | | | | | | | | Incapable of positivity; unable or unwilling to engage in tasks perceived to be menial or unnecessary, evidence of disrespect for peers; engages in behaviour that distracts others or is asked to leave class due to behaviour that distracts others; recurring use of unapproved electronic devices; is not consistently respectful of peers and the learning environment. | | | | | | | | | |
| *Attitude Score:* | | 10 | | 9 | | ***8*** | | 7 | | 6 | | | | 5 | | 4 | | 3 | | 2 | | 1 | | 0 | |
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|  | | | | | | | | | **Overall Score:** | | | **28** | | | **/40** | |  | | | | | | | | |