

Handout 2.3: Culminating Activity Evaluation Chart

Student Name:		Due Date:						Comments (use back, if necessary)
TOPIC:		Level of Achievement					Total	
PROJECT REQUIREMENTS		1 <50	1 50-59	2 60-69	3 70-79	4 80-100		
1	Cover Page – Include the following <input type="checkbox"/> Project in Report Portfolio or Duo-Tang <input type="checkbox"/> Name of School and Course Code <input type="checkbox"/> Career Profile Title <input type="checkbox"/> Your Name, Teacher's Name, and Due Date <input type="checkbox"/> Appropriate graphics and designs		2.5	3	3.5	4-5	/ 5	
2	Table of Contents – List everything in the package <input type="checkbox"/> Written Report – each section listed <input type="checkbox"/> Works Consulted List (Bibliography) <input type="checkbox"/> All Research Materials listed individually <input type="checkbox"/> Evaluation Chart <input type="checkbox"/> Appropriate Graphics and Designs		2.5	3	3.5	4-5	/ 5	
3	Written Report – Format 4 to 8 pages using font size 12, double spacing, page numbering, and subheadings as listed below; good writing style with accuracy in grammar, spelling, etc. <input type="checkbox"/> Job Description <input type="checkbox"/> Education and Training <input type="checkbox"/> Specialized Skills Needed <input type="checkbox"/> Community Involvement and Co-op Ed. <input type="checkbox"/> Earnings and Working Conditions <input type="checkbox"/> Job Satisfaction/Job Stress <input type="checkbox"/> Future Trends or Self-Employment <input type="checkbox"/> Related Jobs <input type="checkbox"/> Personal Reflection <input type="checkbox"/> Career Course Reflection		15-17	18-20	21-23	24-30	/ 30	
4	Works Consulted List (Bibliography) Include a minimum of <i>five</i> different research items listed in proper format		7-8	9-10	11-12	13-15	/ 15	
5	Research Materials – Include a printout or photocopy of all research materials and highlight pertinent information on each.		5	6	7	8-10	/ 10	
6	Creativity – Provide something unique, creative, original, interesting during presentation or within project.		5	6	7	8-10	/ 10	
7	In-Class Presentation – Use appropriate presentation techniques, such as a poster or PowerPoint slide show or handout or a guest speaker <input type="checkbox"/> Introduction of Participants <input type="checkbox"/> Valid Information on Occupation <input type="checkbox"/> Conclusion: Closing Remarks <input type="checkbox"/> Cue cards – Do not read report! <input type="checkbox"/> Clear Voice and Good Eye Contact <input type="checkbox"/> Confidence, Enthusiasm, Sincerity <input type="checkbox"/> Good Use of Time <input type="checkbox"/> Audience Involvement, Learning Took Place <input type="checkbox"/> Handled Questions Well <input type="checkbox"/> Presentation Techniques		12-13	14-16	17-19	20-25	/ 25	
TOTAL		/ 100 marks =					30%	