

ESSENTIAL KNOWLEDGE & ATTITUDES

WORK HABITS

Criterion	Does not meet Standard	Approaches Standard Needs More Work	Meets Standard	Exceeds Standard
Beginning Class	Needs a personal request to be seated or begin work	Needs to be asked to begin or to pay attention	Student is seated, attentive and ready to begin, or starts on own	Arrives ready to work and helps others to get started
Listening	Distracts others with visiting; does not listen to instructions	Is distracted and may distract other students; may engage in some brief visiting	Listens without interrupting, raises hand to ask relevant questions	Listens attentively, notes special instructions, maintains eye contact
Staying on Task	Needs constant reminders to stay on task	Needs to be reminded to use time efficiently; may waste some time or “pretend” to need help from others	Works on class work during class; may not help but does not distract others	Works during class; works on revisions or reading if he/she finishes early. Works independently
Respect Others	Student argues; harms materials or others’ feelings	Lacks tact: shows impatience with others’ opinions; mishandles material; leaves messes, writes on desk, litters	Student is polite, reasonable. Reasons out any differences of opinion with respect	Speaks politely, with respect to others, is kind and encouraging to others
Responsibility	Student seldom meets deadlines; may blame others; loses papers	Loses papers or misses due dates; blames others; may have to rush to finish or copy others!	Meets due dates; meets quality and quantity standards	Meets quality and quantity due dates and helps others to do so also
Effort/ Attitude	Student doesn’t try; is rude or insulting	Unpleasant attitude; may look for the “easy way out”; little effort	Shows a positive attitude even when doing unpleasant jobs	Helps others by showing a positive attitude, tries hard even when doing difficult tasks

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Ending Class	Student stops working, goes to door before dismissal	Student stops working before dismissal	Student works until dismissal	Student works until class is dismissed regardless of the time
Conflict Resolution	Argumentative; insulting; little negotiation	Argues rather than problem-solves, or ignores conversation with teacher	Calmly focuses on solving problem rather than attacking person or arguing	Same. Shows sensitivity to the other side of the issue
Resource Organization	Not organized by date, papers mixed up and many papers missing	All work organized by date, but notes and assignments mixed with papers missing	Agenda/Calendar sheets, notes/assignments/handout sheets separated and by date	Same, but also has no loose sheets, and extra care shown in organization
Assignments	Sloppy work, hard to read and not organized	Part of heading may be missing, basically neat but may have cross outs. Some work missing	Papers are properly headed and neatly written with no cross. All work shown	Same. Very neat and easy to read and find work
Team Member	Seldom contributes to the success of the team	Inconsistently contributes to the success of the team	Contributes to the success of the team	Demonstrates leadership skill and contributes to the success of the team