

AC—Professional Notebook Rubric

Scoring Element	Not Yet		Approaches Expectations		Meets Expectations		Advanced	
	1	2	2	3	3	4	4	4
Design	Presents notes and findings in a random manner that does not allow for easy use of the notebook.	Presents notes organized in a way that demonstrates an attempt to create structure but lacks headings and other features that would make navigating the notebook easier.	Presents notes organized in a recognizable structure and makes use of various text features, including headings, subheadings, and other labels.	Presents notes organized in a clear structure that is easy to follow; makes use of various text features, including headings, subheadings, and other labels; and includes embedded notes for cross-referencing sections and other projects.				
Content	Includes little information directly related to the project and fails to demonstrate growth in knowledge related to the project description.	Includes notes and data from some of the sources identified in the project and may not demonstrate a growth of knowledge related to the project description.	Includes notes and data from every component of the project and reflects a cumulative growth of knowledge and understanding directly related to the project description.	Includes notes and data from every component of the project as well as additional external considerations. Reflects a cumulative growth of knowledge and understanding directly related to the project description and its role in the industry.				
Note Taking	Copies all information verbatim without consideration of context.	Uses some note-taking strategies inconsistently and often fails to make any note of the citation.	Demonstrates appropriate use of note-taking skills to include direct quotations, paraphrasing, and summarization, with citations for all information.	Demonstrates appropriate use of note-taking skills to include direct quotations, paraphrasing, and summarization, with citations for all information.				
Connections	Notes concepts in isolation from one another. Isolates the technical content and ignores academic content.	Notes concepts learned in isolation from one another. Fails to show connections between technical and academic content associated with the project.	Draws connections between the technical and academic content of the project. Shows some evidence of connection to related jobs and career paths.	Draws connections between the technical content discovered over the course of the project and academic content learned. Demonstrates a seamless application of the common concepts and their relationship to industry paths.				
Clarification	Lists notes sporadically and with no attention to the interaction of observations and research in clarifying notes.	Lists notes occasionally with little or no discussion of how observations and research in the project have further clarified or refuted previous notes.	Lists notes regularly that demonstrate a flexible understanding of principles in the project that deserve clarification as new information is discovered. Acknowledges disagreements among sources.	Lists notes regularly that demonstrate an evolving understanding of principles in the project by clarifying thoughts and ideas based on new information discovered through research and observation. Explains the reason for any disagreements.				
Reflection	Describes opinions about the project with little or no appreciation for the value of the project to the industry.	Describes little growth or achievement within the project and exhibits little understanding of how the project fits into the course or industry or of its significance to the student.	Describes growth, achievement, and significance of the project as related to the course as well as an understanding of whether the authentic role is appealing to the student.	Describes growth, achievement, and significance of the project as related to the course and the industry as well as an understanding of how the authentic role fits within the student's personal interests and skills.				
Writing Mechanics	Flows awkwardly with use of incomplete thoughts and rampant spelling and grammar mistakes, making use of the notebook nearly impossible.	Flows somewhat clumsily in places with several mistakes and some incomplete thoughts, making use of the notebook difficult.	Flows easily with generally complete thoughts with minor grammar and spelling mistakes.	Flows easily as text employs complete thoughts and makes few grammar or spelling mistakes, especially in relation to the technical vocabulary of the project.				