#### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Level 4** | **Level 3** | **Level 2** | **Level 1 - R** | **/ 10** |
| Planning and Leadership(Communications) Planning, goal setting, marketing, teamwork, perseverance, and initiative. | You demonstrated excellent leadership skills (positive attitude, resolved issues) planning the event. You attended all meetings, came up with great ideas for the team, completed tasks on schedule, provided regular updates, and took initiative to ensure everything was in place for the event. You completed the jobs of other team members without being asked. You stayed on task at all times. You completed work outside of class and shared your ideas with the class on the Wiki. You tweeted excitement professionally throughout the process. | You were a professional. You attended the majority of meetings, generated ideas, completed tasks on schedule, provided regular updates, and helped out as required. You seldom had to be reminded to complete tasks. You sometimes completed other team members’ tasks if assigned. You stay on task during class time and posted ideas on the Wiki. You tweeted professionally once in a while. | You performed your assigned tasks. However, you had some difficulty working with others, and often had to be reminded to complete tasks on schedule. You missed some meetings or were late. You were off task often and did not volunteer to do any extra duties. You didn’t tweet excitement and you were sometimes not professional on twitter or the Wiki. | You made things difficult for your team. You did the minimal amount of work and were reluctant to contribute ideas. You often had to be reminded to complete tasks or others had to complete your duties. You missed too many meetings. You were always off task. You definitely could have worked harder. You didn’t tweet, share ideas on the Wiki, and were not professional. |  |
| Organization and Control (Thinking) Organization, attitude, control, feedback, and punctuality. | You were well organized, punctual, and well prepared. You ensured everyone at meetings followed the agenda and were engaged fully. Your material was very professional and completed on schedule or ahead of schedule. Your work was always on time and you had a well-organized and up to date Wiki page. You frequently posted ideas and constructive criticism on the Wiki for all teams. You always replied to comments on the Wiki. | You completed all of the tasks assigned. However, some of the jobs or material may have been late or not well organized. You attended and participated in all meetings, but may not have helped control the meetings. Your Wiki page was organized, but you sometimes needed reminding to update material. You often posted ideas and constructive criticism on the Wiki for members of your team. You usually replied to comments on the Wiki. | You completed all of the tasks assigned. However, you often were late or had to be reminded to complete tasks. You missed some meetings, were sometimes late, and sometimes distracted the team and appeared unmotivated. Your Wiki page was often a bit confusing or not updated. You sometimes posted ideas and constructive criticism on the Wiki for your team. You sometimes replied to comments on the Wiki. | You had difficulty completing many of your tasks and only helped if dragged along. Your teammates were worried about your performance. You missed too many meetings and often were not on task or appeared distracted. You seldom posted ideas and constructive criticism on the Wiki for your team. You seldom replied to comments on the Wiki. |  |
| Professionalism and Participation in all Meetings, Rehearsals and Conference(Application) Participation, self-control, and service. | You were very professional and represented PCSS in a positive way. You arrived early and were prepared to begin every rehearsal and the conference. You participated well in each and paid great attention. You were cordial to all guests and helpful to everyone. You dressed at least business casual for the conference. You were never distracted and always on task. You always had a positive attitude toward learning. | You were professional and arrived on time and were prepared to for all rehearsals and the conference. You participated a bit in each and paid attention. You were cordial to all guests and generally helpful. You dressed neat and tidy each day. No track pants, jeans and logo’d shirts. You often had a positive attitude toward learning. | You were not always professional and arrived late to one or more rehearsals or the conference. You were not always prepared. You were not always cordial and respectful to all guest and/or classmates. You didn’t dress business casual. You didn’t always stay on task. | You were not always professional and arrived late often. You may have not been prepared or missed rehearsals. You were not cordial and respectful to all guest and/or classmates on a couple of occasions. Your attire wasn’t appropriate for a biz conference. You often did not stay on task. |  |