

Performance Standards for Work Habits

	Good	Satisfactory	Needs Improvement
Attendance	No unexcused absences	Some unexcused absences	Unexcused absences
Punctuality	On time to every class	One or two late arrivals	Frequently late to class and/or late by several minutes
Preparation	Always brings necessary materials to class	Occasionally has forgotten materials	Frequently does not bring materials
Work Ethic	Gets to work quickly; remains on task	Works well as directed and generally remains on task	Slow to get started, must be supervised constantly and closely or goes off task
Attitude	Shows interest in the class; offers constructive ideas	Is generally accepting of class work and displays a positive attitude	Often brings a negative attitude to class; complains and/or goes off task
Participation	Frequently offers productive ideas; works to support the activity in class	Takes part in activities; responds when called upon	Avoids taking part in class activities; rarely contributes to class or contributes negatively
Homework	Work is always completed; excellent quality is produced; evidence of home study for exams	Completes work most of the time to an acceptable quality; some evidence of home study for exams	Frequently incomplete, showing minimal effort; rare evidence of home study for exams
Responsibility	Often shows initiative; accepts feedback willingly and takes responsibility to improve; always present for due dates, scheduled presentations, and tests	Occasionally shows initiative; responds appropriately to feedback and makes corrections as directed; some absenteeism for due dates, scheduled presentations, and tests	Rarely shows initiative; responds poorly to feedback; avoids doing remedial work; frequently absent for due dates, scheduled presentations, and tests

Please note that it will be class policy that if you display satisfactory work habits in two of more categories it will result in you receiving an S on your report card; if you display work habits that need improvement in two or more categories you will receive an N on your report card.

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