

*Student Evaluation of Work Habits*

|   |  |                     |
|---|--|---------------------|
| <u>NAME</u> _____                         | <u>POINTS EARNED</u> _____   |                     |
| <u>TIME PERIOD</u> _____                  |  | Possible Points 100 |
| <u>CLASS PERIOD</u> _____                 |  |                     |
| DEPENDABILITY                             | Can always be counted onto work efficiently and independently  | 35                  |
|   | Usually completes assignments satisfactorily and on schedule with little followup.   | 12                  |
|   | Generally carries out assignments but occasionally needs follow-up.  | 9                   |
|   | Requires frequent follow-up, even in routine work.   | 6                   |
| INITIATIVE                                | Gets started without pressure. High degree of interest.  |                     |
|   | Makes effort to get the most out of all activities.  | 15                  |
|   | Able to get started and maintain interest without excessive urging. Usually makes good effort.                                   | 12                  |
|   | Does only enjoyable jobs, requires constant supervision to keep going.   | 9                   |
| ABILITY TO FOLLOW DIRECTIONS              | Does only as much as asked. Takes no interest in doing more than enough to get by.   | 6                   |
|   | Is able to follow directions with minimum amount of assistance.  | 15                  |
|   | Is able to follow directions with only occasional assistance.  | 12                  |
|   | Usually requires some assistance in following directions.  | 9                   |
| CONSIDERATION FOR OTHERS                  | Nearly always requires assistance in following directions.   | 6                   |
|   | Always uses low tone of voice when it is necessary to talk. Treats all equally courteously. Does not distract or disturb others. | 15                  |
|   | Generally uses low tone of voice. Usually courteous to all. Does not usually disturb others.                                     | 12                  |
|   | Sometimes uses unpleasant expressions or tone of voice. Sometimes discourteous and distracting to others.                        | 9                   |
| PUNCTUALITY                               | Uses loud tone of voice. Frequently discourteous to others. Distracts and disturbs others.                                       | 6                   |
|   | No unexcused tardies.  | 15                  |
|   | One unexcused tardy.   | 12                  |
|   | Two unexcused tardies.   | 9                   |
| ORGANIZATION AND MAINTENANCE OF WORK AREA | More than two unexcused tardies.   | 6                   |
|   | Highly organized and efficient. Supplies and materials orderly, Work area left in order at end of class period.                  | 10                  |
|   | Fairly well organized. Usually orderly. Work area usually left in order at the end of the period.                                | 8                   |
|   | Sometimes disorganized. Work area sometimes messy or disorderly.   | 6                   |
| QUANTITY OF WORK                          | Disorganized and inefficient. Messy work area, supplies and materials in general disorder.                                       | 4                   |
|   | Exceptionally fast; 4unusually high output.  | 10                  |
|   | Does more than than the required amount of work.   | 8                   |
|   | Does the required amount of work.  | 6                   |
| READINESS FOR CLASS                       | Slow progress which leaves work below requirements.  | 4                   |
|   | All supplies and materials needed are brought to class.  | 5                   |
|   | Usually brings to class all supplies and materials needed.   | 4                   |
|   | Sometimes comes to class without necessary supplies and materials.   | 3                   |
|   | Frequently comes to class without necessary supplies and materials.  | 2                   |