

Assignment #1 - College Choices and Intended Major 20 points _____ Grade _____
[2 pts each + 5 pts.]

	Career #1	Career #2	Career #3
<input type="checkbox"/> States career or jobs interested in _____			
<input type="checkbox"/> Discusses career selection with solid reasoning _____			
<input type="checkbox"/> Discusses personal skills, strength _____ for career with solid reasoning _____			
<input type="checkbox"/> States #1 Career Choice —Explanation and details (5 pts)			

Assignment #2 - Occupational Outlook [6 pts. each bullet + 8 pts Works Cited] 50 points _____ Grade _____

- ☐ Discusses short term/long term career outlook
- ☐ Identifies minimum educational requirements, technical training, certifications, and/or licensures
- ☐ Identifies Colorado training schools, community colleges, 4-year colleges, apprenticeships
- ☐ States cost of necessary training programs. Explains where money will come from.
- ☐ Identifies how career will change in future, including what additional skills will be needed.
- ☐ Identifies industries where employment can be found
- ☐ Discusses estimated starting salaries
- ☐ Has an MLA formatted Works Cited of FOUR (4) sources: # of Sources: ☐ ☐ ☐ ☐

Assignment #3 - Resume— 70 pts. total)**A. Appearance** 15 points _____

- Cover page with essential information
- Neatness
- Identifies job applying for

Comments: _____

B. Content 30 points _____

- States education
- Identifies work experience, related experience
- Response identifies personal skills and strengths showing qualifications for employment
- Bullets are well written, either in phrases or in sentences, but not a mix of both
- Follows do's and don'ts outlined in class
- Offers specific examples, not vague generalities

Comments: _____

C. Grammar/Mechanics 25 points _____

- Contains no spelling errors! This is a must!
- Contains no grammatical errors. This is a must!
- Punctuation/sentence structure is accurate
- Language/word choice is appropriate

Comments: _____

Grading Scale: No errors = A, 1 error = B,
2 errors = C, 3 errors = D, >4 errors = F.
of errors = _____ Grade = _____

Total Resume Points _____ Grade _____

Assignment #4 - Reflection 10 points _____ Grade _____

- Shows reflection over process citing either surprise, changes in attitude, or renewed commitment to original choice.

Comments: _____