

Name: _____

Date: _____

Category	4 – Exceeds Expectations	3 – Meets Expectations	2 – Developing	1 – Needs Improvement
Engagement & Focus	Consistently focused; actively participates without reminders	Usually on task; participates when prompted	Often distracted; requires reminders to stay focused	Frequently off-task; shows minimal effort
Teamwork & Collaboration	Works exceptionally well with others; encourages and supports peers	Cooperates well with teammates; respectful in group settings	Participates in group work with occasional issues	Rarely contributes to group work; may be disrespectful or uncooperative
Responsibility	Always completes assigned tasks on time and takes initiative	Completes tasks as assigned with minimal reminders	Sometimes forgets or delays responsibilities	Often fails to complete tasks; lacks accountability
Communication	Communicates clearly and respectfully with peers and instructors	Communicates appropriately most of the time	Communication is inconsistent or unclear	Rarely communicates needs; may be inappropriate or disruptive
Professionalism	Maintains a positive attitude; models workplace behavior	Generally respectful and professional	Occasionally forgets expectations for behavior	Unprofessional or disrespectful behavior is frequent
Preparedness	Always ready with materials and fully prepared to work	Usually brings required materials; ready to begin	Sometimes unprepared or forgets materials	Rarely prepared; frequently missing required items

Teacher Comments
