**Work Habits Self-Evaluation and Term Reflection**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block: \_\_\_\_\_ Term: \_\_\_\_\_\_

1. Highlight the parts of the rubric below that MOST ACCURATELY describe your work habits this term.
2. Based on your highlighting, determine the score (out of 3) you feel is an accurate reflection of your work habits this term and write that score in the left column.
3. Add your scores for each section to determine your total score. TOTAL SCORE: \_\_\_\_\_\_\_ / 15
4. Circle the appropriate rating based on your total: **GOOD (13 – 15) SATISFACTORY (10 – 12) NEEDS IMPROVEMENT (0 – 9)**

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| --- | --- | --- | --- | --- | --- |
| Work Habit | Fully meets expectations | Meets expectations | | Minimally meets expectations | Not yet within expectations |
| Attendance and Punctuality | Has not missed a class (unexcused) and is never late. | Had one unexcused absence/been late two times or less. | | More than one unexcused absence/been late three times or more. | Has many missed classes/late on multiple occasions. |
| Comes prepared to class with all equipment and is organized  **Score for section: \_\_\_\_\_** | Has forgotten something less than twice (text, binder, paper, pens and pencils, homework). | Has forgotten something less than four times (text, binder, paper, pens and pencils, homework). | | Has forgotten something less than five times (text, binder, paper, pens and pencils, homework). | Frequently forgets something and goes without OR has to borrow from or share with others. |
| Shows respect for the people within the classroom  **Score for section: \_\_\_\_\_** | Demonstrates respect at all times for all people within the classroom; always a positive role model. Seeks responsibility. | Usually shows respect for all people within the classroom; willingly takes responsibility for words and actions. Usually a positive role model and encourages others. Takes responsibility when asked. | | Unable to work productively unless with specific people or circumstances; reluctant to take responsibility for words or actions. Accepts responsibility only if directed. Ignores others in need. | At times rude to people; unwilling to take responsibility for actions. Unwilling to help or is critical of others. |
| Homework and reading assignments are done  **Score for section: \_\_\_\_\_** | Regularly completed on time to a good level (fully complete, full sentences). Demonstrates pride in work. Seeks help if confused or doesn’t understand so learning occurs. | Usually completed on time (has missed two or fewer tasks) to a satisfactory level. | | Has difficulty meeting deadlines (has not completed three tasks) and/or neglects to seek help and/or shoes little care and attention to the requirements of the assignment. | Has failed to submit more than three assignments; a lack of care and attention to learning has resulted in not meeting the required learning outcomes for the term. |
| Effort demonstrated  **Score for section: \_\_\_\_\_** | Effort regularly show during all class activities. Always willing to try his/her best; strong class participant in discussions. | Effort usually shown during class activities. Will participate in class discussions if called upon. Class time is used efficiently. | | Effort is sometimes shown during class activities, but more often than not, uses class time to socialize or complete work for other classes. | Effort is rarely shown during class activities or in submitted work. Often needs to be reminded to get to work. Falls asleep in class and/or uses cell phone. |
| Two “stars” from this past term (What did I do well? What am I proud of?): | | | One “wish” for next term (What would I like to improve upon? What would help me be more successful?): | | |

What practical action can I take to help achieve me goal?

What can my teacher do to help me achieve my goal?