**Business Information Management II – Completing and Evaluating a**

**Personal Retrospective Rubric**

**Assignment #3**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| Required | Form includes | All required | Form is | More than one |
| Elements | all required | elements are | complete with | element is |
|  | information as | completed. | the exception | missing from |
|  | well as |  | of one blank | the form. |
|  | additional |  | component. |  |
|  | information |  |  |  |
|  |  |  |  |  |
| Mechanics | No | 1 grammatical | 2-3 grammar | More than 3 |
|  | grammatical or | or punctuation | or punctuation | grammar or |
|  | punctuation | error. | errors. | punctuation |
|  | errors on form |  |  | errors. |
|  |  |  |  |  |
| Form re-creation | Form re- | Form re- | 1 element | Several |
|  | created as | created exactly | missing from | elements |
|  | shown with | as shown. | re-created | missing in re- |
|  | additional |  | form. | created form. |
|  | elements |  |  |  |
|  |  |  |  |  |
| Content | Responses on | Reponses | Responses | Responses |
|  | form | demonstrate | show spotty | indicate a |
|  | demonstrate | adequate | understanding | clear lack of |
|  | excellent | understanding | of topic. | understanding |
|  | understanding | of topic. |  | of topic. |
|  | of topic. |  |  |  |
|  |  |  |  |  |
| Time and Effort | Excellent use | Adequate use | Did not make | Very |
|  | of class time, | of time in class | good use of | distracted in |
|  | additional use |  | class time, | class, little |
|  | of time to |  | little effort | work |
|  | create |  | shown. | completed |
|  | additional |  |  |  |
|  | elements |  |  |  |
|  |  |  |  |  |

Total Score \_\_\_\_\_\_\_\_

Maximum 100 Points