

Name: _____ Grading Period: _____

Notebook Rubric:

The purpose of maintaining this engineering journal is to:

1. Help you prepare for tests as a review.
2. For use as a reference guide once you start your first networking job.
3. To use as proof to employer of your training to help you secure a job.
4. To help you with organizational skills before entering college/workforce.

Maximum project points: 50

1. Completeness. Does the notebook contain all study guides? All labs? Class/reading notes?

Complete: 10	Somewhat complete: 5	Many missing documents: 0
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2. Organization. Is the notebook easy to navigate? Is it easy to find particular documents? Has there been some effort to organize the notebook?

Very organized: 10	Somewhat organized: 5	Little or no organization: 0
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3. Presentation: Is the notebook presentable to a prospective employer, or is there graffiti or other symbolism that would negate the effort of producing the notebook?

No graffiti: 10	Some markings: 5	Inappropriate markings: 0
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4. Timeliness: Was the completed notebook submitted on time when due?

On time: 10	One day late: 5	More than one day late: 0
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5. Neatness: Is the notebook neat and overall looks as though you have pride in its appearance?

Very neat: 10	Somewhat neat/satisfactory: 5	Unkept/little pride: 0
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Directions: Grade your own notebook/binder first, then present it to me explaining why you deserve the points you feel you have earned.

Student's Score: _____/50

Teacher's Score: _____/ 50