

# Career Data Sheet Rubric

Data Sheet: \_\_\_\_\_

CATEGORY	4	3	2	1	SCORE
<b>Coverage of Career</b>	Details on the career data sheet capture important information about the job and increases audience's understanding	Details on the career data sheet include important information but the audience may need more information to fully understand the job.	Details on the career data sheet relate to the job but are too general or incomplete. The audience needs more information to understand the job.	Details on the career data sheet have little or nothing to do the job.	
<b>Use of Graphics</b>	All graphics are related to the job on the career data sheet and make it easy to understand.	All graphics are related to the job on the career data sheet and most make it easier to understand.	All graphics relate to the job on the career sheet.	Graphics do not relate to the job on the career sheet.	
<b>Organization</b>	Information is very organized with clear titles and subheadings.	Information is organized with titles and subheadings.	Information is organized but titles and subheadings are missing or do not help the reader understand.	The information appears to be disorganized.	
<b>Attractiveness (Layout/Format)</b>	All information on the career data sheet is in focus, can be easily viewed and identified, and attracts the reader.	Most of the information on the career data sheet is in focus and the content can be easily viewed and identified.	Some of the information on the career data sheet is in focus and some of the content is easily viewed and identified.	Much of the information on the career data sheet is unclear or too small or not consistent.	
<b>Grammar</b>	No grammatical/mechanical mistakes on the career sheet.	Almost no (1-2) grammatical/mechanical mistakes on the career sheet.	A few (3-4) grammatical/mechanical mistakes on the career sheet.	Many (more than 4) grammatical/mechanical mistakes on the career sheet.	
<b>Grant Program of Study</b>	The data sheet relates to grant approved programs of study.			The data sheet does not relate to grant approved programs of study.	
				<b>Total</b>	

6-26 points possible per data sheet.