

Personal Management

Personal Management: Student's ability to manage deadlines and organization of learning material.

	8-10 Points	7	6	0-5
Punctuality	Student is punctual for class.	Student is mostly on time for class.	Student is sometimes on time for class.	Student is often late for class.
Attendance	There has been little or no time lost due to absences.	There has been some time lost due to absences.	There has been a good deal of time lost due to absences.	There has been significant time lost due to absences.
Use of materials	Student is always prepared for class with appropriate materials at the ready. Film equipment is treated with the utmost care and always returned on time.	Student is mostly prepared for class with most appropriate materials at the ready. Film equipment is treated with a good level of care and mostly returned on time.	Student is mostly prepared for class with most appropriate materials at the ready. Film equipment is treated with some care and sometimes returned on time.	Student is frequently unprepared for class without appropriate materials at the ready. Film equipment is treated carelessly and is often brought back late
Initiative	Student is a self-starter, works hard and attempts to solve problems before seeking help.	Student starts, works hard and attempts to solve problems with occasional prompting.	With prompting work is started, and some reminders are needed to stay on task. Student sometimes seeks help before attempting to solve the problem his/herself.	Student frequently requires teacher direction to begin, stay on task and solve problems that arise.

TOTAL: /40