

*Civics & Government Institute*



*Department Rubric*

Points

*Part 1: Answer each of the following questions in a 200 word response. See the rubric below for scoring. (5 points each)*

- \_\_\_\_\_ 1. What committee are you serving on? What are the goals/objectives of the committee? What specifically is your role in that committee and what tasks do you need to complete to fulfill that role?
- \_\_\_\_\_ 2. What specific tasks are you in the process of working on? Describe the steps you have completed. Be specific. What is next in your process? How have your committee goals changed or shifted in light of what you've completed thus far?
- \_\_\_\_\_ 3. To what extent did your committee reach its goals? Give us an anecdote that exemplifies your experience.

Points

*Part 2: Submit 3 documents as evidence of your work this marking period. Describe each piece of evidence and explain its relevance. See examples below. (5 points each)*

\_\_\_\_\_ Document 1: \_\_\_\_\_

\_\_\_\_\_ Document 2: \_\_\_\_\_

\_\_\_\_\_ Document 3: \_\_\_\_\_

\_\_\_\_\_ TOTAL POINTS

*Part 1 • Written Component Rubric*

Excellent 5 Points	All Responses are thorough and detailed. You have provided vivid, specific examples. Responses are well-written and in complete sentences. Overall, all responses reflect thoughtfulness.
Well-done 4 Points	Most responses are thorough and detailed. You have provided some specific examples. Responses are well-written and in complete sentences. Overall, most responses reflect thoughtfulness.
Satisfactory 3 Points	Responses are adequate, but are limited in detail and specific examples. The quality of writing is adequate, but responses are general and mostly given in phrases and/or one word answers.
Needs Improvement 2 Points	Most responses lack detail and specific examples. Responses are given in phrases or one-word answers. Overall, responses reflect little effort or preparedness.
Inadequate 1 Point	All responses lack detail and specific examples. Responses are given in phrases or one-word answers. Overall responses reflect little effort or preparedness.

*Part 2 • Examples of Documents*

Phone log, posters, surveys, polished draft of an article, interviews, podcast, annotated bibliography of your research, flyer, volunteer time sheet, program for an event, email, memo to an administrator, minutes from a meeting, photographs, etc.