

TEACHER/EDITOR NAME _____

STAFFER NAME _____

WORK HABITS SCORECARD

| | 4 | 3 | 2 | 1 |
|--------------------------|--|---|---|---|
| TIME MANAGEMENT | Routinely uses time well throughout the deadline to ensure things get done on time. Group does not have to adjust deadline because of this person. | Usually uses time well throughout the project, but may have procrastinated on a few things, but group does not have to adjust deadlines because of this person. | Tends to procrastinate and some of the other members on the page have to adjust their responsibilities to make up for the lateness. | Rarely gets things done by deadlines AND the editor can't get their page turned in on time because of photographer's failure to complete assignments. |
| FOCUS ON THE TASK | Consistently stays focused on the task and what needs to be done. Very self-directed and solves their own problem. | May have forgotten to look at the photography board, but still gets the assignment done and makes up for their lack of focus. | Works on other homework almost every single class period instead of asking what they can do. | Consistently forgets to look at the photography board and doesn't do assignments. |
| COMMUNICATION | Always asks editor what they can do better or what they need to get the pictures that the editor's page specifically needs. Tells editor when they've uploaded pictures. | Is pretty consistent about telling the editor that they have put the pictures on the server and asks if they have questions about what to do for the page. | Doesn't really communicate with their editor very much. | Does not communicate or does so ineffectively. |
| QUALITY OF WORK | Has a very large selection of great pictures to choose from. | Has an adequate amount of pictures and only a few really great ones. | Some good pictures, but it's unclear who the subject is in a lot of them. | Photos do not meet standards for publication. |
| ATTITUDE | Is willing to go take pictures whenever the editor needs and is happy about it! | Will retake pictures if needed, but doesn't go out of their way. | Gets angry when editor asks them to retake their pictures. | Does not display cooperative behaviors or act in a positive manner. |