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| --- | --- | --- | --- | --- | --- | --- |
|  | Organization | Professionalism | Right Side Activities | Left Side Activities | Continuous Activities | Reflection |
| 9 | Identification label complete. Pages numbered. Vocabulary recorded on odd numbered pages. Rubric affixed. Table of contents affixed, complete, entries made in blue or black ink. Table of contents entries systematic, precise, clear. Every page headed with title or topic of activity & date. Notes for each class meeting begin on a clean page. | Neat & legible, margins respected. Free of scribble, doodles, meaningless marks. Rules of grammar, mechanics, punctuation, respected throughout. Notebook present at every class meeting. Free of work from other classes. Consistency maintained in all efforts. | Superior Note-taking  - - - - - - - - - - - - - What?/How?/Why? for every applicable class meeting; summaries; oral & written information recorded; visuals & graphics; white space & geometric figures; questions; outlines & lists; personalized system is effective & used consistently.  - - - - - - - - - - - - -  Excellent Note-taking | Superior Interaction  - - - - - - - - - - - - - Frequent & various questions & answers, analysis & interpretation, application, summary, reflection; extensive, varied, original, & effective use of generalized activities; color; activity after every class meeting; no blank pages.  - - - - - - - - - - - - - Excellent Interaction | Superior Work  - - - - - - - - - - - -  All activities completed on time and with attention to state & course goals; reflects serious effort, intellectual & social growth; no partially completed activities; growth in continuous activities reflected in right- & left-side activities  - - - - - - - - - - - - Excellent Work | Superior Reflection  - - - - - - - - - - - -  All activities completed & clearly identified by number & topic; paragraphs well-developed & articulate; meaningful, authentic, articulate; organized, professional; considers intelligences, styles, skills, attributes; demonstrates growth  - - - - - - - - - - - - Excellent Reflection |
| 8 |
| 7 |
| 6 |
| 5 | Identification label complete. Pages numbered. Vocabulary recorded inconsistently. Rubric affixed. Table of contents affixed, may be incomplete, table of contents entries inconsistent, imprecise, unclear. Most pages headed with title or topic & date. Notes for each class meeting sometimes begin on a clean page. | Inconsistently follows one or two rules of professional presentation in a manner that is distracting. | Good Note-taking: may exclude some oral information; may make less effective use of visuals, etc.; some effort at personalized system of annotation. | Good Interaction: elements of superior & excellent interaction are present but may be less frequent, varied, original, or effective; no blank pages | Good Work: elements of superior & excellent work are present, but work may demonstrate less growth, dedication, acute understanding of subject matter. | Good Reflection: all elements of superior & excellent work; less well-developed & articulate; may sometimes be inauthentic; may neglect or omit some point of consideration. |
| 4 |
| 3 | Inconsistently follows or ignores multiple rules for professional presentation in a manner that is distracting. | Marginal Note-taking: one or more elements of effective notetaking lacking or omitted; perfunctory, desultory, slapdash, or sloppy note-taking; omitted guided study. | Marginal Interaction: some elements of superior & excellent interaction omitted or less frequent, varied, original, effective; one or two blank pages. | Marginal Work: some elements of superior & excellent work are omitted; one or two assignments may be incomplete; one assignment may be missing or late. | Marginal Reflection: missing one activity or element of superior & excellent reflection; not well-developed or articulate; omits more than one point of consideration |
| 2 |
| 1 | Little or no evidence of effort made to maintain an organized notebook. Hard to grade. | Little or no evidence of professionalism in presentation of notebook. Hard to grade. | Poor Note-taking: little or no evidence of effort to take effective notes; may include blank right-side pages. | Poor Interaction: a few elements omitted; perfunctory or desultory. | Poor Work: a few elements omitted; perfunctory or desultory; more than one missing or late. | Poor Reflection: multiple activities or elements omitted; perfunctory or desultory. |