Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description: This student is responsible for recording journal entries, taking and publishing photographs/videos, and preparing a final draft when a final draft is necessary.

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| **Category** | **4** | **3** | **2** | **1** |
| **Fulfilment of Job** | Journal kept up to date in an organized manner; takes photographs/videos consistently and frequently; prepares final draft if necessary  | Journal kept somewhat up to date in an organized manner; takes photographs/videos somewhat consistently; prepares final draft if necessary | Journal kept sporadically; takes photographs/videos sporadically; prepares final draft if necessary | Everything is done at the last moment |
| **Focus** | Consistently stays focused on task | Focused on task most of the time | Somewhat focused | Is rarely focused |
| **Problem Solving** | Consistently seeks solutions to problems | Contributes to problem-solving somewhat | Rarely contributes | Allows other group members to solve problems |
| **Pride/Quality of Work** | Final product represents work of highest quality and the group’s best effort | High quality work showing strong effort by group | Final product shows effort by group with some motivation by leader | Final product reflects little effort by group with little to no motivation by leader |
| **Working with Others** | Always allows others to present ideas and is able recognize and support the best ideas. Respects other members of the group and tries to make sure that the project is truly a group effort. | Almost always allows others to present ideas and is able recognize and support the best ideas. Respects other members of the group and tries to make sure that the project is truly a group effort. | Rarely allows others to present ideas but is able recognize and support the best ideas. Respects other members of the group and tries to make sure that the project is truly a group effort. | It’s a one-person show |

**Comments: \_\_\_\_\_\_\_/20**