

Communication and Goal Synthesis Rubric

NAME _____ DATE _____ PERIOD _____

Recommended minor checkpoint: 16 points

CRITERION	MASTERS - 4	MEETS - 3	APPROACHES - 2	NEEDS IMPROVEMENT - 1	NO EVIDENCE - 0
SMART goal and time plan	Complete, feasible goal; protected time and useful backup	Goal and time plan complete; one detail thin	Goal partly measurable or time plan incomplete	Vague wish or unrealistic plan	Blank/off topic
Practiced communication evidence	Specific action and evidence from two week activities	Specific action and evidence from one activity	Skill named with general evidence	Skill word only	Blank/off topic
Transfer across careers	Accurately compares how one skill works in two careers and what changes	Two careers and actions are clear	Two careers named; comparison thin	One career only	Blank/off topic
Reflection and next action	Uses a result pattern or authentic experience plus a specific, controllable next action	Clear reflection and next action	General reflection or action	Preference without evidence	Blank/off topic

Score record

CRITERION	POINTS
SMART goal and time plan	/4
Practiced communication evidence	/4
Transfer across careers	/4
Reflection and next action	/4

CRITERION	POINTS
Total	/16

Performance-band conversion

RAW POINTS	PERCENT RANGE	BAND
15-16	90-100	Masters
13-14	80-89	Meets
12	70-79	Approaches
10-11	60-69	Needs Improvement
0-9	Below 60	Follow campus/district policy

What this rubric does and does not score

- Your evidence matters more than accent, performance confidence, handwriting, hashtags, or English mechanics unless meaning is unclear.
- Private, written, speech-to-text, audio, and teacher-conference routes can earn the same score.
- You do not have to disclose private assessment results, health information, or a public SMART goal.
- Xello Work experiences is checked privately in the Completion Standards report. Paper supports learning but does not replace the required save.
- If CareerOneStop is unavailable, use the supplied fixed IT support specialist and dental assistant pair with the same transfer criterion.

Feedback record

Strength: _____

Evidence to add or clarify: _____

Next revision: _____