

Rubric: Family Involvement Assignment (Total: 60 Points)

Updated 06/2015

Requirement	Unacceptable (0-3)	Acceptable (4-7)	Target (8-10)
Introductory Letter – sent out at beginning of 16-week placement or at beginning of EACH 8-week placement.	Did not send introductory letter, or letter had numerous grammatical errors.	Introductory letter was sent, contained appropriate information and was grammatically correct.	In addition to acceptable, the introductory letter was professionally written and included statements of intern's philosophy of education.
CONVENTIONS: Grammar, Punctuation, and Mechanics	Overall assignment includes four or more spelling, punctuation, capitalization, grammar, and paragraphing errors.	Overall assignment is free from most spelling, punctuation, capitalization, grammar, and paragraphing errors. Submission may include no more than three errors .	Overall assignment is free from all or no more than two spelling, punctuation, capitalization, grammar, and paragraphing errors. Writing exemplifies professionalism and effective writing skills.

Requirement	Unacceptable (0-3)	Acceptable (4-7)	Target (8-10)
Documentation Log of Parental Contacts Log should contain documentation of all parental contacts – phone calls, parent conferences, newsletters, etc.	Did not submit documentation log, or log shows very little effort to contact and/or involve parents.	Documentation log included an appropriate amount of parental contacts for an 8 week period of time established through at least two different forms of parental communication.	Documentation log included numerous parental contacts established through more than two forms of parental communication.

Requirements	Unacceptable (0-3)	Acceptable (4-7)	Target (8-10)
Submit evidence of TWO methods used to effectively involve parents. Methods must be from two different categories . <u>Categories:</u> I. Home/School Contacts II. Classroom Involvement III. Special Events/Programs	Very little effort or initiative to involve parents; involvement reflects minimum effort from intern.	Intern effectively involved parents using two methods of parental involvement from two different categories.	Intern effectively involved parents using *three or more methods from at least two categories OR if two methods are implemented, one of the two methods must be from category III. Category III event must have been totally initiated, planned, and executed by the intern. *Target is doing more than minimum expectations.
Reflection of each family involvement method used.	Reflection was very brief and exhibited very little thought or effort. Reflection is very shallow and vague .	A thoughtful reflection was included for each method used.	A detailed, thoughtful reflection was included for each method used. Reflection included ways to improve the effectiveness of family involvement in the future.
Conventions: Grammar, Punctuation, and Mechanics	Overall assignment includes four or more spelling, punctuation, capitalization, grammar, and paragraphing errors.	Overall assignment is free from most spelling, punctuation, capitalization, grammar, and paragraphing errors. Submission may include no more than three errors .	Overall assignment is free from all or no more than two spelling, punctuation, capitalization, grammar, and paragraphing errors. Writing exemplifies professionalism and effective writing skills.