

Rubric Grading for Memo Sample

Element:

Self-insight and reflection about prior knowledge and positive disposition

Rating: distinguished - 3 Points

You really did an outstanding job with your consideration of your journey and what you have covered.

Professional growth

Rating: distinguished - 3 Points.

You have included strong reflective thought especially when pertaining to your personal perspectives and professional development.

Diversity

Rating: unsatisfactory/emerging - 0 points

I did not see any way that you would implement and adapt instructional approaches nor any mention of your materials that you would use to meet language proficiency. Would you use the graphic organizers or QAR with non-English speaking students? If so, you need to state that. You also did not include any description of how to change the content reading materials so that they would meet the needs of all students involved. You need to address how instructional practices are sensitive to the needs of a variety of students with diversity. This is a missing element.

Professional Learning and Leadership

Rating: unsatisfactory/emerging - 0 points

You mention that this is something that should be shared but you don't mention how it should be shared. You suggest that any staff member interested in taking the course should contact you. This isn't enough. I think you should look at the list I have provided and come up with some sort of professional development workshop for the staff. You could even make copies of the graphic organizers or examples of the SAW or QAR strategies and share those as well.

Literate Environment

Rating: proficient - 2 Points

Literate Environment

Rating: distinguished - 3 Points.

Quality of writing

Rating: distinguished - 1 Point.

Your writing style is excellent and your writing mechanics are superb.

Total grade: emerging - 12 points