



JEP Grading Scale

INDIVIDUAL ASSIGNMENTS

Given that JEP is a service-learning program, we value the service you provide to the community as well as your efforts to learn from your experiences in the community. Thus, you will be evaluated on both the service and learning components of your JEP assignment:

Community Evaluation:

Your site supervisor will evaluate you using a letter grade (A-F) to assess your performance on the following criteria:

<u>Criteria</u>	<u>% of total JEP grade</u>
Service Provision (your overall effectiveness as a service provider)	20%
Relationship-building (general interpersonal skills, communication with the teacher/supervisor, ability to engage and get along well with the student/class, etc.)	5%
Professionalism (punctuality, appropriate dress, responsibility, judgment)	5%
Effort (attitude, dependability, flexibility, initiative)	5%
	Subtotal: 35%

Please note: Some JEP students have more interaction with their JEP supervisors than others. ***You bear the responsibility of communicating regularly with your supervisor so that you know what s/he expects from you and is familiar with your work and can effectively evaluate your performance.*** Please let your Program Assistant know early in the program if you have any concerns about this.

Attendance at site: (10 points per week; based on signed attendance slips, which must be submitted weekly with journals) (80 points)	Subtotal: 15%
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JEP Staff Evaluation:

Your JEP program assistant will evaluate you using a point system to assess your performance on the following criteria. For the final JEP evaluation, points assigned to each criteria throughout the semester will be converted and weighted according to percentages noted below:

<u>Criteria</u>	<u>% of total JEP grade</u>
Reflection (100 points) <ul style="list-style-type: none"> • Weekly journals: 10 points each for Weeks 1-7; 15 points for Week 8) (85 points) • Online discussion participation (15 points) 	40%
Participation: (100 points) <ul style="list-style-type: none"> • General attitude and effort (turning things in on time, responsibility, initiative, etc.) (40 points) • Attendance and participation at pre-service and mid-semester (“2nd”) training (15 points per training) • Participation in “mid-semester chat” with PA (20 points) • Picking up JEP assignment on “Pick-Up Day” (10 points) 	10%
	Subtotal: 50%

GRAND TOTAL	100%
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Grading Rubric: JEP Reflective Journal Assignments

All journals will be graded on a 10-point score (10 being the highest score). The best journal responses exhibit the following characteristics:

- They are reflective and insightful
- They apply class concepts whenever possible
- **They show progression and growth throughout the eight weeks.**
- They are free from multiple, careless spelling and grammar errors
- They are honest and truthful.
- **They answer the prompt.** Please feel free to go beyond the prompts and write whatever seems important to you about your experiences — especially when the topic is related to the issues raised in the main question. However, when doing so, please keep in mind that journals are not free-writing diary entries; you are asked to answer very specific topics each week.

All JEP reflective journals will be graded according to the following rubric

A: 9-10 = Outstanding response

An outstanding journal is an original, thought-provoking response to the issue(s) raised in the prompt. It contains specific examples from both the community experiences as well as the course material whenever possible. It is also virtually free of grammatical errors.

*In the later weeks of the semester, outstanding journals display growth in that the author has addressed most problems raised in earlier week's journals.

B: 8 = Above-average response

An above-average journal thoroughly addresses the issue(s) raised in the prompt. It contains specific examples from both the community experiences as well as the course material whenever possible. It may contain some minor grammatical errors.

*In the later weeks of the semester, above-average journals display growth in that the author has addressed many of the problems raised in earlier week's journals.

C: 7 = Average response

An average journal competently addresses the issue raised in the prompt. It contains some examples from both the community experiences as well as the course material whenever possible. Grammatical errors may be present, but they will not impede the reader from understanding the context of the sentences.

*In the later weeks of the semester, above-average journals display some growth in that the author has addressed some of the problems raised in earlier week's journals.

D: 6 = Below-average response

A below-average journal does not competently address the issue raised in the prompt. It contains few examples from both the community experiences as well as the course material. Grammatical errors are so rampant that they impede the reader from understanding the context of the sentences.

*In the later weeks of the semester, below-average journals display little if any growth in that the author has only addressed only some of the most glaring problems raised in earlier week's journals.

F: 1-5 = failure to respond to the assigned prompt

A failing journal does not address the issue raised in the prompt at a college-student level. It contains very few examples from both the community experiences as well as the course material. Grammatical errors are so rampant that they impede the reader from understanding the context of the sentences.

*In the later weeks of the semester, failing journals do not display growth because the author has not addressed the most glaring problems raised in earlier week's journals.

FORMATTING ISSUES

1-2 points per journal may be deducted for blatant disregard of format requirements as outlined in the PA Agreement

LENGTH REQUIREMENTS

1-10 points per journal may be deducted for not meeting the length requirement as specified on the Weekly Reflective Journal Question sheets. Points will be deducted in approximate proportion to the length of the journal (e.g., a half-page journal will only receive 1-5 points, depending on the quality of the response). *Note that the length of your journal will be affected if you use different margins and/or fonts than those specified in the PA Agreement; therefore, points will be deducted accordingly.*

LATE JOURNALS

1-10 points per journal may be deducted for journals that are turned in late as outlined in the PA Agreement.