

GRADUATION PROJECT LOGBOOK RUBRIC

Category <small>Circle appropriate grade for each</small>	Highly Successful	Successful	Not Yet Successful
Hours HS S NYS	At least 30 hours are recorded in the log, with at least 4 separate entries.	At least 24 hours are recorded in the log, with at least 4 separate entries.	Fewer than 24 hours are recorded in the log, and/or there are fewer than 4 entries.
Signatures HS S NYS	Mentor's signature of verification is present for all hours (<u>Superior Skills Projects</u> need a mentor's signature of verification for at least ½ of all hours).	Mentor's signature of verification is present for all hours (<u>Superior Skills Projects</u> need a mentor's signature of verification for at least ½ of all hours).	Mentor's signature of verification is not present for all hours, or it is unclear whether or not a mentor has verified the appropriate number of hours.
Detail HS S NYS	Logbook is exceptionally detailed, providing an in-depth look into the project. Personal reactions/comments are provided for at least some entries.	An appropriate amount of detail is used to explain the activities logged/ observed, etc. Personal reactions/ comments may be provided for at least some entries.	Detail is missing or insufficiently illustrates what activities were logged/observed etc.
Neatness HS S NYS	The logbook is exceptionally neat. The pages are in very good condition, handwriting is neat and an obvious effort has been made to keep the logbook presentable.	The logbook is relatively neat. The pages are in satisfactory, readable condition, handwriting is legible and some effort has been made to keep the logbook presentable. <u>Students were NOT required to use the standard logbook sheets.</u>	The logbook is in unsatisfactory condition. It is in virtually un-readable condition. Handwriting is illegible. No effort has been made to keep the logbook presentable.

- Any Logbooks receiving a NOT YET SUCCESSFUL evaluation in ONE or MORE categories must be resubmitted / completed according to the following guidelines:
 - Students **failing to log 24 hours over 4 or more entries**, unless granted an extension by the Project Coordinator or an administrator, may face the disciplinary measures already explained to students (academic ineligibility, suspension of driving pass, etc.). Hours must be completed, verified by mentor and submitted to an advisor by 2/15, or all hours prior to then will be forfeited (unless an administrator grants an extension for extenuating circumstances).
 - Logbook entries missing a **mentor's signature** will not be given credit. Should the entry in question reduce the hours to less than 24, the above disciplinary measures will be enforced.
 - Logbooks with **unsatisfactory detail** must be rewritten and resubmitted with additional details provided where indicated. These new logbooks must also contain new signatures from the mentor to verify that the added details are accurate. PLEASE RESUBMIT THE ORIGINAL LOGBOOK AND RUBRIC WITH THE NEW LOGBOOK.
 - Logbooks with **unsatisfactory neatness** must be re-written on new log sheets and resubmitted. PLEASE RESUBMIT ORIGINAL LOGBOOK AND RUBRIC WITH NEW LOGBOOK. No additional signatures will be required.
 - ALL CORRECTIONS ARE DUE WITHIN 2 WEEKS OF THE STUDENT RECEIVING THE UNSATISFACTORY LOGBOOK + RUBRIC FROM AN ADVISOR.
- Logbooks will be awarded a HIGHLY SUCCESSFUL evaluation with all four categories receiving a Highly Successful rating.
- All other logbooks will receive a SUCCESSFUL evaluation.

Overall rating:	HIGHLY SUCCESSFUL	SUCCESSFUL	NOT YET SUCCESSFUL
Student's name:	Advisor's initials:	Date:	
Comments: _____			
			Resubmission deadline: _____