

Jump Start Micro-Enterprise Credential: Self-Assessment Essay Form **Teacher Guide**

(Updated: July 2016)

Your Self-Assessment Essay must cover the same four topics as your Self-Assessment Presentation:

Look for notes below in yellow text boxes to help you assess and grade your students' Self-Assessment Essays / Presentations

- 1) The Five Areas of Behaviors, Skills and Capabilities – to remind you these five areas of behaviors, skills and capabilities are:

Determination, Self-Motivation, Self-Discipline and Grit	Problem Solving and Teamwork	Communication Skills, Comfort Engaging with Strangers	Financial and Computer Literacy	Personal Capabilities and Support Systems
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The first part of your presentation should cover your understanding of each of these areas. You can select two or three terms and define them for your mentor. You can give an example of an individual who has these behaviors and skills. The goal is for you to demonstrate that you understand what these five areas of behaviors, skills and capabilities mean.

- 2) Your Self-Assessment – *the second part of your presentation should be a discussion of where you have strengths in one or more of these areas, and where you have opportunities to improve.* You don't have to discuss your abilities in all five areas, although you can. You just need to convince your mentor that you've thought about what these behaviors and skills are, and how they relate to who you are as a person.
- 3) What You've Learned – *the third part of your presentation should cover what you've learned from the Self-Assessment.* This section covers whatever you think is important.
- 4) Your Career Plans – *the last part of your presentation should cover your career plans.* End the presentation with a review of what you think you'll want your career to be. *It's O.K. if you're not certain of your future plans – this is normal for a high school student. Use this time to discuss careers you might be interested in, and why.*

You can use the form below to develop your draft Self-Assessment Essay.

Micro-Enterprise Self-Assessment Essay **TEACHER RUBRIC**

Your Name

Today's Date

Use the space below for the first part of your essay about the Five Areas of Behaviors, Skills and Capabilities.

20% credit: Mastery of Key Workplace Behaviors / Skills – students define examples of key terms to demonstrate their mastery of essential workplace behaviors and skills. Students demonstrate their mastery of these terms by citing a definition and then either: a) providing an example from their own experience; or b) describing an experience when they observed someone else (fictional or real) exhibiting this behavior.

Use the space below for the second part of your essay about your personal strengths and areas to improve.

20% credit: Personal Strengths / Areas to Improve – students describe what they believe are their area of strengths (or potential strengths) in regard to the key workplace behaviors and skills described in the Self-Assessment. Students should also be able to describe one or more areas where they can improve their behaviors to excel in the workplace, *with specific mention of which behavior they'd improve and how.*

Use the space below for the third part of your essay about what you've learned from your Self-Assessment.

20% credit: What Students Learned from the Self-Assessment – students must indicate one or more insights they developed as a result of their Self-Assessment exercise that they believe will help them succeed after graduation in the workplace. This can be how they will take a strength and utilize it in the workplace and/or how they will address an area for improvement and make it an area of strength when they enter the world of work.

Use the space below for the fourth part of your essay about your possible future career plans.

20% credit: Future Career Plans – students should provide an overview of which careers they believe they will pursue and why. They should be able to describe the education they will need to complete to pursue these careers, and why they find these careers appealing. If students have uncertain career plans – certainly appropriate for high school students – they can simply indicate careers they *may* be interested in.

20% credit: Writing Quality – students use appropriate sentence structure, syntax, spelling and grammar. Not only should these essays / slides address each of the topics indicated above – students should exhibit their ability to provide simple written products that would be acceptable in the workplace. (Students may use bullet points as integral components of their essays / slides.)



Student Presentation Scoring Sheet

Student Name:					
Rubric Component Score					
Score 1: Mastery of Key Workplace Behaviors / Skills	Citing a definition AND then providing a thought out relevant example from their own personal, school, or work experience to demonstrate mastery	Citing a definition AND then providing a somewhat thought out example from their own personal, school, or work experience to demonstrate mastery	Citing a definition AND then not providing an example from their own personal, school, or work experience to demonstrate mastery	Not citing a definition AND then not providing an example from their own personal, school, or work experience to demonstrate mastery	Did not complete
	4	3	2	1	0
Score 2: Personal Strengths / Areas to Improve	<u>Described all three of these areas:</u> strength, improvement, detailed description of how they will improve.	<u>Described all three of these areas:</u> strength, improvement, how they will improve.	<u>Described only two of these areas:</u> strength, improvement, how they will improve.	<u>Described only one of these areas:</u> strength, improvement, how they will improve.	Did not complete
	4	3	2	1	0
Score 3: What Students Learned from the Self-Assessment	<u>Described all three of these areas:</u> How utilize strength in the workplace, address area for improvement, thought out explanation of how make it a strength when entering workforce	<u>Described all three of these areas:</u> How utilize strength in the workplace, address area for improvement, make it a strength when entering workforce	<u>Described only two of these areas:</u> How utilize strength in the workplace, address area for improvement, make it a strength when entering workforce	<u>Described only one of these areas:</u> How utilize strength in the workplace, address area for improvement, make it a strength when entering workforce	Did not complete
	4	3	2	1	0
Score 4: Future Career Plans	<u>Described all three of these areas:</u> provide an overview of interested career(s) describe why it is appealing describe the education needed with specific details	<u>Described all three of these areas:</u> provide an overview of interested career(s) describe why it is appealing describe the education needed with general details	<u>Described only two of these areas:</u> provide an overview of interested career(s) describe why it is appealing describe the education needed	<u>Described only one of these areas:</u> provide an overview of interested career(s) describe why it is appealing describe the education needed	Did not complete
	4	3	2	1	0
Score 5: Writing Quality	Use appropriate sentence structure, syntax, spelling and grammar AND provide a written product that would be acceptable in the workplace.	Use appropriate sentence structure, syntax, spelling and grammar AND provide a written product that would be somewhat acceptable in the workplace.	Use appropriate sentence structure, syntax, spelling and grammar AND provide a written product that would be unacceptable in the workplace.	Use inappropriate sentence structure, syntax, spelling and grammar AND provide a written product that would be unacceptable in the workplace.	Did not complete
	4	3	2	1	0