

## MBC 2900 – Professionalism Rubric

**20 points**

Criteria	Excellent 4 pts.	Good 3.5 pts.	Average 3 pts	Limited 2.5 pts.	Deficient 2 pt.	Does not comply 0 pts.
<b>Attendance</b>	Student participates <b>regularly</b> online via the coding simulator and Canvas, and completes assignments in order for attendance to be posted.	Student participates <b>frequently</b> online via the coding simulator and Canvas in order for attendance to be posted.	Student participates <b>occasionally</b> online via the coding simulator and Canvas in order for attendance to be posted.	Student does not participate for three days online via the coding simulator and Canvas in order for attendance to be posted.	Student does not participate for four days online via the coding simulator and Canvas in order for attendance to be posted.	Student does not participate for five or more days online via the coding simulator and Canvas in order for attendance to be posted.
<b>Communication With the Faculty</b>	The student <b>always</b> maintains open and respectful communication at appropriate times, usually during the professor's office hours.	The student <b>usually</b> maintains open and respectful communication at appropriate times, usually during the professor's office hours.	The student <b>occasionally</b> maintains open and respectful communication at appropriate times, sometimes during the professor's office hours.	The student <b>irregularly</b> keeps in touch with the professor.	The student <b>rarely ever</b> communicates with the professor.	The student <b>does not</b> communicate with the professor.
<b>Assignment Submission</b>	The student <b>always</b> submits the assignments or participates in other class activities <b>on time</b> , in accordance with the course calendar or weekly schedule posted in the course.	The student <b>usually</b> submits the assignments or participates in other class activities <b>one day late</b> , according to the course calendar or weekly schedule posted in the course.	The student <b>usually</b> submits the assignments or participates in other class activities <b>two days late</b> , according to the course calendar or weekly schedule posted in the course.	The student <b>usually</b> submits the assignments or participates in other class activities <b>three days late</b> , according to the course calendar or weekly schedule posted in the course.	The student <b>usually</b> submits the assignments or participates in other class activities <b>four days late</b> , according to the course calendar or weekly schedule posted in the course.	The student always submits the assignments or participates in other class activities <b>five or more days late</b> , according to the course calendar or weekly schedule posted in the course.

<p><b>Communication with Classmates: Live Sessions</b></p>	<p>The student <b>always</b> communicates clearly, respectfully, and cordially with classmates. The student <b>always</b> expresses his/her opinion with courtesy, appropriate language, and without offending others.</p>	<p>The student <b>usually</b> communicates clearly, respectfully, and cordially with classmates. The student <b>almost always</b> expresses his/her opinion showing courtesy, appropriate language, and without offending and interrupt others.</p>	<p>The student <b>sometimes</b> communicates clearly, respectfully, and cordially with classmates and instructors. <b>Sometimes</b> the student expresses his/her opinion, but may improve in the use of language and demonstration of courtesy.</p>	<p>The student <b>irregularly</b> communicates clearly, respectfully, and cordially with classmates and instructors. <b>Every once in a while</b> the student expresses his/her opinion, but needs improvement in the use of language and demonstration of courtesy.</p>	<p>The student <b>rarely</b> communicates clearly, respectfully, and cordially with classmates. The student <b>rarely</b> expresses his/her opinion with courtesy; uses language poorly.</p>	<p>The student communicates disrespectfully using non-constructive criticism or foul language, or does not communicate with classmates. The student is unable to express his/her opinion.</p>
<p><b>Canvas Profile</b></p>	<p>The student created a Canvas profile with his/her professional photo and proper content regarding personal information and academic life; included a personal mobile number and an alternate email address.</p>	<p>The student created a Canvas profile with his/her professional photo; included personal information, personal mobile number and an alternate email address.</p>	<p>The student created a Canvas profile with his/her photo; included the following: personal mobile number or an alternate email address.</p>	<p>The student created a Canvas profile with his/her photo; included only one of the following: personal mobile number or an alternate email address.</p>	<p>The student created a Canvas profile with an inappropriate photo. He/she did not include personal mobile number and an alternate email address.</p>	<p>The student does not have a Canvas Profile.</p>