



MEMO

TO: Study Hall Teachers for 10th and 11th Grade
FROM: Shannon Boyer, WBL Coordinator
DATE: January, 2020

Hello! Thank you again for agreeing to evaluate my students for their Career Research & Portfolio Presentation.

If you are evaluating a senior, please note that the evaluation grade will be shared with their English teacher and that this evaluation is important as it substitutes for the CAPSTONE presentation.

Here are a few notables that you are looking for in this presentation and should be reflected in their final presentation grade:

1. **Dress** – Students should be dressed in business casual to business professional clothing
2. **Props/Visual Aids**- Students should have some or all of the following as visual aids
 - a. PowerPoint Presentation– REQUIRED
 - b. WBL Portfolio and refer to the portfolio to explain how they will use it- REQUIRED
 - c. Copies of the WBL interest application for distribution
 - d. Provide a copy of the rubric to you – REQUIRED
 - e. Handouts, college brochures, other visual aids
3. The use of notecards may be evident but not required

The student is responsible for turning in the rubric with their January work. Please make sure you give the student the rubric once you are done. If you need more time, please let the student know when they can come by and pick it up.

Thank you so much taking the time to evaluate the student and providing such valuable feedback. Together, we are impacting tomorrow's workforce.

Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others. —*Jack Welch (Former Chairman and CEO of General Electric)*



Career Research & Portfolio Presentations

Student Name: _____

Date of Presentation: _____

Course Presented to: _____

Teacher: _____

PRESENTATION SKILLS	Poor		Excellent		
	1	2	3	4	5
Were the main ideas presented in an orderly and clear manner?	,	,	,	,	,
Did the presentation fill the time allotted?	,	,	,	,	,
Were the PowerPoint/visual aids appropriate and helpful to the audience?	,	,	,	,	,
(Student should also have their WBL Portfolio available to the audience)					
Did the presentation maintain the interest of the audience?	,	,	,	,	,
Was there a noticeable theme or take-home message to the presentation?	,	,	,	,	,
Was the presenter responsive and welcoming to audience questions?	,	,	,	,	,

KNOWLEDGE BASE

Was proper background information on the topic given?	,	,	,	,
Was the material selected for presentation appropriate to the audience?	,	,	,	,
Was enough essential information given to allow the audience to effectively evaluate the topic?	,	,	,	,
Was irrelevant or filler information excluded?	,	,	,	,
Did the presenter have a clear understanding of the material presented?	,	,	,	,

CRITICAL THINKING AND RESEARCH

Were the main points about career & college research and WBL clearly identified? ..	,	,	,	,	
Was there evidence of thoughtful goals presented?	,	,	,	,	
Were the path to their goals adequately explained through research?	,	,	,	,	
(Course work, program length, major/degree, financial aid, room and board)					
Did the presenter make recommendations for students interested in WBL?	,	,	,	,	
Did the presentation conclude with their overall experience in WBL?	,	,	,	,	
Were questions answered knowledgably by the presenter?	,	,	,	,	

OVERALL IMPRESSION _____ / 15

COMMENTS (May also use the back of this sheet)

TOTAL SCORE _____ / 100

Teacher Verification Signature: _____