

Human Skills Assessment					
Criteria	Skill Level			Evaluation	
	Exceeds	Meets	Needs Improvement	Student	Instructor
	4	3	2		
Attendance	Attends 100% of class; arrive and leaves on time; notifies instructor prior to absence due to extraordinary circumstances	Rarely misses class; rarely arrives late or leaves early (attendance is above 90%); notifies instructor prior to absence	Frequently misses class (attendance is below 85%); does not notify instructor prior to absence		
Class attendance and punctuality (demonstrating self-management)					
Time Management	Completes course on time; always demonstrates responsibility	Needs a final module extension to complete the course; regularly demonstrates responsibility with little direction from faculty	Frequently arrives late or leaves early; needs to retake the course; does not demonstrate responsibility		
Ability to meet deadlines and submit work on time					
Professionalism	Always demonstrates a positive attitude, self-control, good personal presentation and appropriate language use; embraces new ideas, skills and assignments.	Often demonstrates a positive attitude, self-control, good personal presentation and appropriate language use; frequently embraces new ideas	Resists new ideas, skills and assignments; seldom exhibits a positive attitude; frequently uses inappropriate language		
Behavior, attitude, personal presentation and appearance					
Communication	Always uses clear, organized language; effectively exchanges ideas and information	Regularly uses clear, organized language; regularly effective in exchanging ideas and information	Seldom uses clear, organized language; seldom effective in exchanging ideas and information		
Listening; oral and written; making sure message is received; prioritizing urgent communication					
Productivity & Quality	Always comes to class prepared and gives best effort; produces quality work; maximizes class time; always follows safety procedures and rules	Regularly gives best effort and produces good work; almost always prepared; regularly uses class time; follows most safety procedures and rules	Frequently unprepared for class; demonstrates minimal effort; work is below average or incomplete; poor use of class time; seldom follows safety procedures and rules		
Strong work ethic; preparedness; quality of work					
Problem Solving & Troubleshooting	Consistently solves problems and troubleshoots issues independently in an organized manner; helps peers	Needs help to solve problems and troubleshoot issues; occasionally collaborates with other students	Unable to solve problems or troubleshoot issues without continual assistance		
Critical thinking used to solve problems independently					

Note: This rubric is used at the end of each course in a welding program. Both the instructor and the student will complete the rubric, and the scores are discussed to highlight both strengths and areas for improvement.