

Rubric: Family Involvement Assignment (Total: 60 Points)

Updated 10/2013

Requirement	Unacceptable (0-3)	Acceptable (4-7)	Target (8-10)
<b>Introductory Letter</b> – sent out at beginning of 16-week placement or at beginning of EACH 8-week placement.	Did not send introductory letter, or letter had numerous grammatical errors.	Introductory letter was sent, contained appropriate information and was grammatically correct.	In addition to acceptable, the introductory letter was professionally written and included statements of intern's philosophy of education.
<b>CONVENTIONS: Grammar, Punctuation, and Mechanics</b>	Overall assignment includes <b>four or more</b> spelling, punctuation, capitalization, grammar, and paragraphing errors.	Overall assignment is free from <b>most</b> spelling, punctuation, capitalization, grammar, and paragraphing errors. Submission may include <b>no more than three errors</b> .	Overall assignment is free from <b>all or no more than two</b> spelling, punctuation, capitalization, grammar, and paragraphing errors. Writing exemplifies professionalism and effective writing skills.

Requirement	Unacceptable (0-3)	Acceptable (4-7)	Target (8-10)
<b>Documentation Log of Parental Contacts</b> Log should contain documentation of all parental contacts – phone calls, parent conferences, newsletters, etc.	Did not submit documentation log, or log shows very little effort to contact and/or involve parents.	Documentation log included an appropriate amount of parental contacts for an 8 week period of time established through at least two different forms of parental communication.	Documentation log included <b>numerous</b> parental contacts established through <b>three or more</b> forms of parental communication.

Requirements	Unacceptable (0-3)	Acceptable (4-7)	Target (8-10)
Submit evidence of <b>TWO</b> methods used to effectively involve parents. Methods must be from <b>two different categories</b> . <u>Categories:</u> I. Home/School Contacts II. Classroom Involvement III. Special Events/Programs	<b>Very little</b> effort or initiative to involve parents; involvement reflects <b>minimum effort</b> from intern.	Intern <b>effectively</b> involved parents using two methods of parental involvement from two different categories.	Intern <b>effectively</b> involved parents using <b>three or more</b> methods from at least two categories <b>OR</b> one of two methods were from category III. Category III event must have been <b>totally initiated, planned, and executed</b> by the intern.
Reflection of each family involvement method used.	Reflection was <b>very brief</b> and exhibited <b>very little</b> thought or effort. Reflection is <b>very shallow and vague</b> .	A <b>thoughtful</b> reflection was included for each method used.	A <b>detailed, thoughtful</b> reflection was included for each method used. Reflection <b>included ways to improve</b> the effectiveness of family involvement in the future.

<b>Conventions: Grammar, Punctuation, and Mechanics</b>	Overall assignment includes <b>four or more</b> spelling, punctuation, capitalization, grammar, and paragraphing errors.	Overall assignment is free from <b>most</b> spelling, punctuation, capitalization, grammar, and paragraphing errors. Submission may include <b>no more than three errors</b> .	Overall assignment is free from <b>all or no more than two</b> spelling, punctuation, capitalization, grammar, and paragraphing errors. Writing exemplifies professionalism and effective writing skills.
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