**Career Research Interview Part II – Scoring Guide**

[up to 60 points possible]

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| ***The following two items are not awarded points, but must be submitted with this assignment before you can earn any points at all:******• a copy of your revised interview outline • the evaluation form, filled out by your professional interviewee*** |

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| **Grading Criteria** | **Score and Comments** |
| **Professionalism*** Demonstrates impeccable spelling, grammar, punctuation, sentence structure
* Tone of writing is professional (not overly casual; not overly “stiff”)
* Adheres to assignment instructions
* Nonverbal appearance of documents communicates attention to detail
 | (up to 10 points) |
| **Opening Paragraph*** Begins without a heading.
* Presents overview of the entire memo
* Written in a way that encourages reader to keep reading.
 | (up to 5 points) |
| **Summaries of Interview Topics*** Headings address each interview topic, including clearinghouse questions.
* Each paragraph begins with topic sentence that summarizes, in your own words, the main point of this section.
* Each topic sentence is supported with several specific examples.
* Written in 1st person when you’re discussing what you did or learned; written in 3rd person when you describe what the interviewee said.
 | (up to 10 points) |
| **Analysis of Career Choice*** Starts with a heading
* Each paragraph begins with topic sentence that summarizes, in your own words, what you learned.
* Explains how this material relates to you personally
* Demonstrates depth of thought
* Describes what you have learned from the experience.
 | (up to 10 points) |
| **Self-Analysis of Your Own Interview Process*** Starts with a heading
* Each paragraph begins with topic sentence
* Demonstrates depth of thought
* Invokes concepts and strategies from the text
* Sets forth a plan for future improvement
 | (up to 10 points) |
| **Concluding Paragraph*** Summary restates major points of paper, using different wording
* Closes with a statement about what you have learned, how you will apply this information, and/or what your next steps will be.
 | (up to 5 points) |
| **Letter of Thanks*** Uses block style business letter format
* Each element of the block style (heading; greeting; closing; etc) follows standard convention
* Contains three paragraphs of adequate length
* Targets one or two concrete, specific learning points
* Expands on these points in the middle paragraph
* Expressed in a sincere, gracious tone
* Avoids overusing the word “thanks” or “thank you”
 | (up to 10 points) |
| **Total Points (out of 60 possible)** |  |