**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)** |  |