

Time Flies Rubric

Criteria	Advanced	Proficient	Approaching Proficiency	Developing	Needs Improvement	Missing Work	Points
PART I Three top priorities are listed and estimated hours per day for each priority is identified.	20 to >16.0 pts Advanced Three priorities are identified with estimated hours for each also identified.	16 to >13.0 pts Proficient Three priorities are identified, but the estimated hours are not present for all three.	13 to >9.0 pts Approaching Proficiency Only two priorities are identified and either one or both may not include estimated hours to complete.	9 to >5.0 pts Developing Only lists a couple of things and didn't really try to explain the timing.	5 to >0.0 pts Needs Improvement Only one priority is identified, and it doesn't include estimated hours to complete.	0 pts Missing Work The student neglected to complete this part of the assignment.	20 pts
PART II The Activity Log is complete.	35 to >31.0 pts Advanced All activities are identified and labeled. The Activity Log contains an excellent level of detail and provides a very clear picture [an hour by hour detail of specific activities for	31 to >28.0 pts Proficient The Activity Log has a good level of detail that provides an adequate picture [list of specific activities for each day, Activities are blocked in an organized color scheme	28 to >24.0 pts Approaching Proficiency The Activity Log is missing some details but provides a useable picture [has a list of specific activities for each day, but not all are clearly defined by the amount of time spent, there is some color blocking and a general picture is presented] of how the student's time is spent. All three days are filled in.	24 to >16.0 pts Developing Important information is missing, and as a result the Activity Log barely provides [The activity log lists general activities but they are not clearly assigned	16 to >0.0 pts Needs Improvement There are enormous gaps [no specific activities listed, only generalizations like "sleep" "study" in the Activity Log, Time frames are not given or unclear, and or there is no	0 pts Missing Word The student neglected to complete this part of the assignment.	35 pts

Commented [SM1]: Criteria Part one each level is measurable and specific. I see no issues with this criterion.

Commented [SM2]: This criterion has vague language and no measure for the level of detail expects (see yellow Highlights)Revisions are in blue text.

	each day, Activities are blocked in an organized color scheme with legend explained providing a clear picture] of how the student's time is spent. All three days are filled in.	with legend explained providing a clear picture] of how the student's time is spent. All three days are filled in.		time frames nor are they color blocked to assist in visualizing how the student's time is spent] the information needed to understand how the student's time is spent and/or not all three days are filled in.	color blocking to indicate the transitions] and as a result the Activity Log does not provide the information needed to understand how the student's time is spent and/or not all three days are filled in.		
PART III Reflection on alignment of Time versus Priorities	35 to >31.0 pts Advanced Describes in abundant detail, [1:1 detail of all three priorities] how priorities either align or misalign with current schedule.	31 to >28.0 pts Proficient Describes in some detail [1:1 detail of two of the three priorities] how priorities either align or misalign with current schedule.	28 to >24.0 pts Approaching Proficiency Fails to fully describe [provides a generalization of how two of the] priorities either align or misalign with current schedule and the adjustments needed. More detail is needed. [specific priority to schedule alignment/misalignment	24 to >16.0 pts Developing The paragraphs are too short and don't use enough "smart" words from the lesson. [Provides only a	16 to >0.0 pts Needs Improvement Makes some attempt [Provides a general statement of how one priority] to describe how priorities either aligns or misaligns with	0 pts Missing Work The student neglected to complete this part of the assignment.	35 pts

Commented [SM3]: This criterion also has vague language (see yellow highlights) Revisions are in blue text.

	Explains how alignment has been achieved, if present. Describes, in abundant detail , [1:1 detail of all three priorities] the adjustments to make, using Canvas videos and articles as reference. Each paragraph is a minimum of five sentences.	Describes in some detail [1:1 detail of two of the three priorities] the adjustments needed. More detail or explanation is required. One or both paragraphs is less than five sentences. [Both paragraphs are 4-5 sentences]	is needed Both paragraphs are three to four sentences.]	generalized statement of how one priority aligns or misaligns with schedule. Specific detail connection is needed. Both paragraphs are two to three sentences]	current schedule. Uses two sentences or less for one or both paragraphs.		
Mechanics: Grammar, punctuation, spelling.	10 to >8.0 pts Advanced The student's writing is flawless. There are zero grammatical errors, punctuational errors, or	8 to >7.0 pts Proficient The student's writing contains one or two grammatical errors, punctuational errors, or	7 to >6.0 pts Approaching Proficiency The student's writing contains three or four grammatical errors, punctuational errors, or spelling mistakes.	6 to >5.0 pts Developing There are enough errors that I started to get a headache while reading.	5 to >4.0 pts Needs Improvement The student's writing contains countless grammatical errors, punctuational errors, or	4 to >0 pts Missing Work The student's writing is incoherent. It appears the student did not bother to	10 pts

Commented [SM4]: This section is clear and provides measurable criteria.

	spelling mistakes.	spelling mistakes.			spelling mistakes. It appears the student did not spend very much time revising.	revise even once.	
							Total Points: 100

Actionable Feedback:

Positive: Hello Student, Your submission included two priorities which demonstrate you are goal focused and growth oriented. This is great!

Step for improvement: Something that will help you to progress towards achieving those priorities is to more specifically indicate in your activity log all the activities you do from waking up/getting ready for the day to which hours of the day are spent exercising and studying, when exactly you are in class or at work and when you sleep. This allows you to then correlate what you are already doing that aligns with your priorities, and what may be undermining them.

Encouragement: I encourage you to spend more time reflecting on your day to day activities. Remember, we do prioritize the things we actually believe are important. So, if our activities do not support our purported priorities, then we need to consider which is actually true for us—the priority we say we have or the actual activities we do. Then make the adjustment in priorities or activities that aligns with our true selves. I look forward to seeing your growth.