

Junior Job Shadow Journal Rubric

MLA Format (5 points)

12 pt. Times New Roman Font	(1)
1" margins	(1)
Last name/Page # Times 12 pt.	(1)
Center Title, No Bold	(1)
Info Block (N,T,C,D) dbl-spcd	(1)

Mechanics/Usage (10 points) Use spell check!

0-4 errors	(10)
5-8 errors	(7)
9+ errors	(4)

Content (10 points)

Who shadowed?	(2)
What career shadowed?	(2)
Where shadowed?	(2)
When shadowed?	(2)
Include a 2x2 text-wrapped image	(2)

The image should/could be the logo or banner or picture of **the business where you shadowed** OR a **photograph that YOU took** on your shadow. This should be an image you plan to use in your presentation.

What happened? (15 points)

2+ typed pages. Include info on **where** you went, what you **saw**, what you **did**, what you **liked/disliked**, what you **learned** about the **business** and the **person** you shadowed.

Research integration (10 points)

Paper integrated information from a career or trade journal about an employee in the career shadowed to supplement findings from the shadow. Article is correctly cited in paper.

Works Cited Page (10 points)

2 sources cited (interview and article). Correctly formatted by using the **EXPORT** function in EasyBib. Works Cited centered, header on page, double-spaced, indented, alphabetized.

Total / 60 points