

Individual Meeting Rubric

Logistics <ul style="list-style-type: none"> • Signed up for meeting on the sign-up doc • Showed up for the correct meeting and on time • You did everything in your power to attend via video so I could see your face • Contacted me in a timely fashion if in need of a new or different meeting time 	0	1	2	3	4	
Meeting Prep Doc – Logistics <ul style="list-style-type: none"> • Filled out name bullet points • Filled out college major bullet points • Responded to second major bullet point in 1-2 complete sentences 	0	1	2	3		
Meeting Prep Doc – Identity <ul style="list-style-type: none"> • Completed all 5 bullet points • Each bullet point is 1-2 complete sentences • Each bullet point response is well thought out and meaningful 	0	1	2	3	4	5
Meeting Prep Doc – Course Questions: <ul style="list-style-type: none"> • Completed all 3 questions • Questions are well thought out and meaningful 	0	1	2	3		
Meeting Prep Doc – Challenges and Positives <ul style="list-style-type: none"> • Identified at least 2 challenges • Identified at least 1 positive • Each bullet point is 1-2 complete sentences • Items are well thought out and meaningful 	0	1	2	3		
Meeting Prep Doc – Self-Care Checklist <ul style="list-style-type: none"> • Completed all 3 bullet points • Each bullet point is 1-2 complete sentences • Items are well thought out and meaningful • Each item is explained 	0	1	2	3		
Meeting <ul style="list-style-type: none"> • Engaged in a dialogue with me, indicating active listening • Came prepared to discuss the prep doc items • Video on and angled appropriately so I can see your face • Made appropriate eye contact throughout meeting • Utilized appropriate tone and volume of voice • Attended via video in an appropriate place 	0	1	2	3	4	
Total	/25					