

Name:

Milestone:

Milestones Assessment Sheet

Must receive a score of 16 points or more to pass.

Part I - Cover Letter

Advisor ____/6

Cover Letter and Completion

0 = Missing cover letter completely

1 = Cover letter present but is incomplete

2 = Completed cover letter is correctly formatted

3 = Cover letter is completed; reflection, explanation for the Milestone is present

Post-High School/Knowledge Gained

0 = Post H.S./knowledge gained is missing/not present

1 = Post H.S./knowledge gained is mentioned

2 = Post H.S./knowledge gained is covered

3 = Cover letter fully details post H.S. and knowledge gained by student

Part II - Log of Milestone

Advisor ____/3

0 = Does not contain 15 hrs or missing signatures; Milestone void

1 = 15 hours briefly described and logged, mentor signatures present

2 = 15 hours fully described, mentor signatures present

3 = 16-plus hours described, mentor signatures present

Part III - Mentor Assessment

Advisor ____/3

0 = Student does not have mentor-assessment

3 = Mentor has fully completed the mentor-assessment

Part IV - Self-Assessment *(Add all scores together, divide by five)*

Advisor ____/3

Communication

0 = Self-assessment is incomplete

1 = The self-assessment has incomplete sentences

2 = Self-assessment is completed

3 = Student has fully completed and detailed the self-assessment

Personal Management

0 = Self-assessment is incomplete

1 = The self-assessment has incomplete sentences

2 = Self-assessment is completed

3 = Student has fully completed and detailed the self-assessment

Teamwork

0 = Self-assessment is incomplete

1 = The self-assessment has incomplete sentences

2 = Self-assessment is completed

3 = Student has fully completed and detailed the self-assessment

Problem Solving

0 = Self-assessment is incomplete

1 = The self-assessment has incomplete sentences

2 = Self-assessment is completed

3 = Student has fully completed and detailed the self-assessment

Employment Foundations

0 = Self-assessment is incomplete

1 = The self-assessment has incomplete sentences

2 = Self-assessment is completed

3 = Student has fully completed and detailed the self-assessment

Part V - Additional Documentation

Advisor ____/3

0 = Single document with little to no visual connection to Milestone

1 = Single document shows minor connection to Milestone

2 = Single or multiple documents show Milestone completion

3 = Documents act as visual for entire completed Milestone

Part VI - Reflection Questions

Advisor ____/3

Group A: Knowledge Gained

0 = Reflection is present, but not focused on knowledge gained

1 = Incomplete sentences or briefly mentions knowledge gained

2 = A reflection in complete sentences is completed, is focused on knowledge

3 = Reflection has complete sentences, focuses on knowledge gained from Milestone, and mentions career choice

Group B: Post-High School Goals or Career Choice Connection

0 = Reflection is present but does not tie in or mention post-high school

1 = Incomplete sentences or briefly mentions post-high school

2 = A reflection in complete sentences is completed, is focused on post-high school

3 = Reflection is rich, robust and ties into their post-high school goals and personal growth introspection

KEY: 0 = Insufficient

1 = Below Standard

2 = Meets Standard

3 = Above Standard

2.2

Name:

Milestone:

Milestones Assessment Sheet

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Advisor Signature

Score

Date

KEY: 0 = Insufficient

1 = Below Standard

2 = Meets Standard

3 = Above Standard

2.2